



**SNEAD STATE COMMUNITY COLLEGE
EXECUTIVE TEAM MEETING
January 5, 2011**

Attendees

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

Absent

Mr. Randy Maltbie

Convened

2:00 p.m.

Old Business

1. Update Regarding Campus Facilities Projects
 - Electrical jumpers for the McCain Student Success Center should be in next week. Hardware for the offices will take two weeks to be delivered and installed. Everything should be in order for the kick-off event tentatively scheduled for February.
 - The demolition project where Pfeiffer Hall formerly stood is complete with the exception of installation of a ramp and grading work.
2. Excellence Statement
 - Tabled.
3. Tobacco Free Campus
 - Tabled.
4. Governance Structure
 - Dr. Watts reviewed the latest corrected version of the proposal. Additional corrections to be made included the following:
 1. Renaming the Executive Team to be the President's Cabinet. Membership will remain as is with key positions such as the Arab Site Director and the Director of Campus Engagement providing monthly progress reports.
 2. Membership on the Student Policy Committee will include the same number of representatives (three each) from faculty and from student services.
 3. The Business Committee will be renamed the Business Policy Committee.
 - Dr. Miller made a motion to release a copy of the proposal via e-mail campus-wide and to give employees two weeks to voice any questions or concerns about the governance structure. Dr. Watts second. Motion carried.
 - The Executive Team also discussed making the minutes of each committee's minutes available through SPOL and the website.

5. Enrollment Management Plan Status Report
 - The Plan has been reviewed by Brittany Wilborn, Lesley Kubik, and Dr. Miller. The marketing portion needs to be reviewed again before the final proposal is presented to the Executive Team.
6. Update Regarding Directional Signage on Campus
 - Mr. Richard proposed ordering five large signs, designed according to the standards detailed in the Campus Master Plan.
 - Two will be basic signage to designate an “entryway” to the College, and will be placed on College Street at the corner next to the English building and at the edge of the softball field.
 - Three will serve as directional signs and will include four main reference points – McCain Center, Bevill Center, Cafeteria, and Norton Building – on each sign. Additional building designations will be on the signs based on where the sign is located. Two will be placed in the front of the Administration Building and one at the corner of Norton.
7. Update Regarding Drug-Free Workplace Policy
 - Mr. Richard reviewed a letter to be sent to employees addressing the policy.
 - Discussion was held about a policy for students.
8. Website Discussion
 - The Executive Team should remind the web reps to monitor and update the website information for their areas.

New Business

1. CLT Meeting
 - Thursday, Jan. 6, 2 p.m., Norton Building, Room 108
 - Dr. Watts reviewed the agenda for the meeting.
 - Discussion was held about the upcoming planning retreat, which is scheduled for Jan. 21, from 9 a.m. until 3 p.m. at the State Park Lodge. The focus will be on the College Completion Agenda.
2. AACC Annual Convention
 - April 9-12 in New Orleans, LA
 - Dr. Exley, Dr. Miller and Mr. Richard are making plans to attend.
 - The Executive Team needs to notify Kelli Conley if anyone else would like to attend.
3. Book Read Event
 - Dr. Exley reviewed the idea behind this event, which was a suggestion of a Foundation board member. Preliminary details still need to be determined. More information will be forthcoming.
 - The Executive Team expressed support in pursuing plans for this event.
4. Just Ask Me Campaign

Dr. Exley reviewed the idea behind this marketing campaign, which was a suggestion of a Foundation board member. Preliminary details still need to be determined. More information will be forthcoming.

5. Open Discussion

- Dr. Exley shared with the Executive Team some notes he draft addressing critical areas and events that he and the Executive Team need to address in 2011. The Executive Team discussed the notes as well as a list of activities and events for the year. The group also discussed progress the College made in 2010.
- The Executive Team was asked to review their calendars and notify Dr. Exley of additional activities that should be included on the list.
- The Executive Team revisited discussion on the “Five Dysfunctions of a Team” chart from the book “The Five Dysfunctions of a Team: A Leadership Fable” by Patrick Lencioni.

Adjourned

4:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
EXECUTIVE TEAM MEETING
January 12, 2011**

Attendees

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

Absent

Mr. Randy Maltbie

Convened

10:00 a.m.

New Business

1. Status of Operations regarding inclement weather
 - Mr. Richard reported on areas of clean-up from ice and snow. Maintenance crews did a good job preparing the campus to reopen today. Issues to be addressed are icy sidewalks at Weathers, icy sidewalks and steps leading to the Art Department, ice patches on Mann Avenue that are difficult for students crossing the road, and exterior steps at the Bevill Center.
 - A debriefing will be held later to discuss the College's response and work as a result of the inclement weather. It was recommended that the Executive Team develop a phone tree within each area to notify employees of openings, closings or delays. The Executive Team was also charged with keeping communication open at all times during a weather event, both through phone and e-mail.
 - Registration for the spring semester was extended until 11:59 p.m. on Wednesday, Jan. 19.
 - The Academic Office is reworking the academic calendar for Spring with today being the official first day of class.
 - Monday, Jan. 17, will still be observed as the Martin Luther King Jr./Robert E. Lee holiday.
 - Ms. Smith will draft a message to send out campus-wide and to post on the social networking sites.
 - The employee phone directory on the Intranet as well as the campus phone directory needs to be updated.
 - Dr. Miller and Dr. Watts will check with faculty to make sure they are still having night classes and to get the word out to students if there are any changes.
 - Mr. Richard is going to check with other schools regarding leave policy for employees during weather events.
 - Mr. Richard will also check into purchase additional equipment to aid maintenance in cleaning up the campus following a weather event.

Adjourned
10:45 a.m.



**SNEAD STATE COMMUNITY COLLEGE
EXECUTIVE TEAM MEETING
January 19, 2011**

Attendees

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

Absent

Mr. Randy Maltbie

Convened

2:00 p.m.

Old Business

1. Update Regarding Campus Facilities Projects
 - Mr. Richard reported on feedback he has received about the Norton renovation. He'll use the feedback when meeting with Krebs on Thursday, Jan. 20, to discuss the Administration Building project.
 - Phil Black with Krebs will provide plans for the design of the Student Success Center this week.
2. Excellence Statement
 - Tabled.
3. Tobacco Free Campus
 - Tabled.
4. Governance Structure
 - Dr. Watts made a motion and Dr. Miller second to approve the governance structure for the College.
 - The Executive Team passed the motion unanimously.
5. Enrollment Management Plan Update
 - Dr. Watts plans to present a completed plan to the Executive Team by Feb. 11.
 - Dr. Watts reviewed collected data and recruiting target numbers within the high schools. He will send the Executive Team a list of high school assignments for the recruiters.
 - Dr. Watts is to make recommendations of quantifiable goals for non-traditional students.
 - It was recommended to hold an event for GED instructors and other key individuals similar to the Counselor Day event.

6. Update Regarding Directional Signage on Campus
 - The sign structure should be installed on Monday. The inserts will come later that week.
7. Update Regarding Drug-Free Workplace Policy
 - Mr. Richard will send a copy of the letter to be sent to employees to Dr. Exley for review.
8. Book Read Event Update
 - Ms. Smith and Dr. Exley reported on a meeting they had with Foundation member Randy Jones about the Book Read Event involving Lars Anderson.

New Business

1. Strategic Planning Retreat
 - Friday, Jan. 21, 9 a.m., Lake Guntersville State Park
 - Dr. Exley reviewed the agenda for the retreat.
 - Dr. Watts will e-mail a reminder to the College Leadership Team, and Mr. Richard will follow-up that e-mail with information about transportation to the State Park.
2. SSCC Orientation for Representative Long
 - Monday, January 24, 1 p.m.
 - If anyone wants to meet with Dr. Exley and Representative Long, just let Dr. Exley know.
 - Ms. Smith will make copies of the Status of the College report for Representative Long.
3. SSCC Orientation for Representative Rich
 - Wednesday, February 16, 8:30 a.m.
 - If anyone wants to meet with Dr. Exley and Representative Rich, just let Dr. Exley know.
 - Ms. Smith will make copies of the Status of the College report for Representative Rich.
4. Open Discussion
 - Ms. Smith and Dr. Exley discussed a meeting they had regarding the Just Ask Me About Snead campaign. Foundation member Randy Jones is helping with the planning stage of the campaign.
 - The Executive Team discussed the calendar of events for spring. Dr. Miller will find out the dates for the TRiO Summer Academy. Ms. Walker is working with the Athletic Department about offering summer youth camps, and she will provide that information when it's finalized. Mr. Richard will check on dates of any athletic summer camps. The first home game on the new softball field is Feb. 9, so some type of kick-off event needs to be planned.
 - Dr. Exley discussed who should listen to a media advisory broadcast regarding grant opportunities on Thursday from 1-2 p.m. Dr. Miller asked Melissa Rice to participate.

- Dr. Miller reported on IT goals he and Mr. Maltbie have worked on. A demonstration of Blackboard will be held for Student Services on Feb. 17.
- Mr. Richard will look into what needs to be done to offer student loans for the fall semester.
- Dr. Exley led discussion about enrollment numbers for the spring. The Executive Team needs to think of ways to heavily promote the Mini II term and the summer term.
- Dr. Watts and Dr. Miller reviewed the make-up plan to address missed class time due to inclement weather. The final exam schedule will remain the same. A notice about the plan will be sent out this week.

Adjourned
3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
EXECUTIVE TEAM MEETING
January 28, 2011**

Attendees

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

Absent

Mr. Randy Maltbie

Convened

12:30 p.m.

Old Business

New Business

1. Proration

- The Executive Team discussed two items as a result of the Presidents' meeting on Thursday, Jan. 27, with Chancellor Frieda Hill.
 1. Dr. Hill asked the College Presidents' to develop a plan that would project what the College operations would look like based on the impact of 3% proration in Fiscal Year 2011 and 10% proration in Fiscal Year 2012.
 2. Dr. Exley prepared an e-mail to send campus-wide informing employees of the request from Dr. Hill and how that applies to Snead.
- Dr. Exley, Dr. Miller and Mr. Richard will develop the plan to send to Postsecondary by Monday, Jan. 31. In developing the plan, they will be conscientious in making sure the focus remains on the College Completion Agenda and the complete college experience.
- Dr. Exley and Ms. Smith will edit the e-mail draft based on input from the Executive Team and send it out this afternoon.
- The Executive Team discussed tasks and projects that were put on hold due to past proration.
- Ms. Smith will work with Kelli Conley to schedule an Exchange soon to address employees' questions about Dr. Hill's request and talk of proration.

Adjourned

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
February 2, 2011**

Attendees

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

Convened

2:05 p.m.

Old Business

1. Update Regarding Campus Facilities Projects
 - Materials should be in within three weeks to convert the interior entrance at the McCain Center so there is one entry through the middle instead of the two on either side.
 - The computers that are in the lobby of the McCain will be moved to the library so divert some foot traffic there. Some unused laptops have been identified, and they will be placed at the McCain for student check-out. Gary Bodine is developing a plan for the laptops to be checked out by students.
 - Mr. Richard received a quote for new hardware and locks for the McCain, English, Technology, Bevill, Weathers, and gym.
 - Mr. Richard reported on the progress for the energy grant which will fund programmable thermostats in some buildings as well as energy-saving lighting. He is to participate in a teleconference this week.
2. Excellence Statement
 - Tabled.
3. Tobacco Free Campus
 - Tabled.
4. Governance Structure
 - Recommendations need to be sent to Kelli Conley by Feb. 4.
 - The final plan will be presented at the Exchange on Feb. 17.
5. Enrollment Management Plan Update
 - Dr. Watts has made the last of the corrections. He will made some last-minutes modifications and will get a copy to Dr. Exley for review.
6. Update Regarding Directional Signage on Campus
 - There was no update.
7. Update Regarding Drug-Free Workplace Policy

- Mr. Richard has a letter prepared to send to employees and students.
 - The Cabinet agreed this needed to be addressed at the Exchange so employees are aware that this is being sent out so the College remains in compliance with federal regulations.
 - The Cabinet agreed to post the letter on the College website.
8. Book Read Event Update
- Ms. Smith said it had been decided to plan the event for the Fall instead of trying to host it in the spring. More time can be spent with the planning to make it a quality event.
 - Ms. Smith will e-mail an update to Randy Jones, the Foundation board member who spearheaded this idea.
 - Ms. Smith will touch base with those school systems who have agreed to partner with the College on this event.

New Business

1. DOL Grant and Entrepreneurship
 - Discussion was held about the grants and what the College's response should be. The Cabinet determined additional research was needed to find out what other colleges are pursuing and if there are any consortiums the College can be a part of to generate grant funding.
2. Open Discussion
 - Jason Cannon has been hired as the new Director of Admissions, Records and Financial Aid. His start date is Feb. 21.
 - Dr. Miller and Dr. Exley shared about their visit to the University of Alabama and the information they received on student retention.

Dates to Remember

1. The Exchange, Thursday, Feb. 3, 2 p.m., Civic Dining Room
 - The Cabinet discussed the plan for the Exchange on Thursday to address questions about the threat of proration. Dr. Exley will provide an overview of the plan developed and sent to Postsecondary on Monday. The Cabinet would ask employees for their ideas on ways to generate revenue or to save on expenses.
 - Dr. Watts and Dr. Miller will follow-up from the Exchange with an anonymous survey so employees are more comfortable with sharing ideas.
2. Kick-Off Celebration for Student Success and Career Center and the College Completion Agenda – Wednesday, Feb. 9, 10:30 a.m.
3. Postsecondary Education Budget Hearing for Education Trust Fund – Thursday, Feb. 10, 3 p.m.
4. Basketball Homecoming – Thursday, Feb. 10
5. Alumni Homecoming – Friday, Feb. 11, Saturday, Feb. 12
6. College Goal Sunday – Saturday, Feb. 12, 11 a.m., noon and 1 p.m., Norton Building – Free help with FAFSA
7. PTK Inductions – Tuesday, Feb. 15, 6 p.m.

8. SSCC Orientation for Representative Rich – Wednesday, Feb. 16, 8:30 a.m. – Executive Team should drop in to be introduced.
9. First softball game on new field – Wednesday, Feb. 9 **RESCHEDULED**. First game is now Feb. 15.

Adjourned

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
February 16, 2011**

Attendees

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

Convened

2:05 p.m.

Old Business

1. Update Regarding Campus Facilities Projects
 - The front entrance renovation in the McCain was finished Thursday, Feb. 10.
 - A meeting will be held Friday, Feb. 18, to resolve final issues with the softball field.
 - The Safety and Property Committee will meet next week.
 - Mr. Maltbie and Dr. Miller will work on a list of projects that need to be taken care of during the summer.
 - Discussion was held on possibly consolidating some summer classes into one building to save on energy costs.
 - The College will move forward with projects funded through an energy grant. This will include lighting changes in the SUB and McCain. The Administration Building was included in the project, but the College can substitute another building since the Administration Building has been vacated. The project will also alleviate the noise and humidity issues in the Science Building.

2. Excellence Statement
 - Tabled.

3. Tobacco Free Campus
 - Tabled.

4. Governance Structure Update
 - Dr. Watts is working on compiling the final assignments on some of the committees.
 - The structure will be announced at the Exchange on Feb. 17.

5. Enrollment Management Plan Update
 - Dr. Exley provided feedback on the plan, including adding a page addressing student engagement.

- The final edits have to be made then the plan will be sent to Mr. Maltbie to put on the Intranet. One or two hard copies need to be printed and made available upon request.
 - A copy of the document needs to be send to the relevant areas to begin mapping out concrete plans.
6. Book Read Event Update
- Discussion was held on whether or not to broadcast to the Arab site.
 - Dr. Miller will discuss with division directors on how to incorporate this with the curriculum. He will also investigate the best way to incorporate this with athletics.
 - Ms. Smith has been in touch with the author's publicist to narrow down dates for the event.

New Business

1. Discussion of Associate of Arts degree
- Dr. Watts has researched and discovered that all two-year colleges in the system have the authorization to offer the Associate of Arts. The Alabama Commission of Higher Education also never took the AA degree off of Snead's inventory, and adding the degree would not constitute as a substantive change.
 - Discussion was held on updating the College Catalog to include the AA degree. The student handbook would also be taken out of the catalog and will be a separate publication. Discussion was held on changing to a two-year catalog. Ms. Smith will identify what areas of the catalog need review.
2. Open Discussion
- The College should receive word by the second week in March about proration.
 - The Cabinet will discuss performance evaluations at the next meeting. Each group is to bring their recommendations for the final evaluation form for discussion. Discussion will also be held on implementing the new forms and training for supervisors.
 - Discussion was held on the information that needed to be provided to employees during the Exchange on Feb. 17.
 - Suggestions were given on how to increase attendance/involvement in Alumni Homecoming festivities.
 - Discussion was held on upcoming events for the College, including a Donor Appreciation Dinner and the Golf Tournament, scheduled for April 16 at 1 p.m. at Gunter's Landing.

Dates to Remember

1. The Exchange, Thursday, Feb. 17, 2 p.m., Civic Dining Room
- The Cabinet discussed the plan for the Exchange on Thursday to address questions about the threat of proration. Dr. Exley will provide an overview of the plan developed and sent to Postsecondary on Monday. The Cabinet would ask employees for their ideas on ways to generate revenue or to save on expenses.

- Dr. Watts and Dr. Miller will follow-up from the Exchange with an anonymous survey so employees are more comfortable with sharing ideas.
2. Sophomore Night for Basketball – Monday, Feb. 21
 3. Wayne Greenhaw Panel Discussion on Civil Rights – Thursday, Feb. 24, at 10 a.m., Beville Center
 4. Boy's and Girl's Club/Veteran's Appreciation at Men's Basketball Game – Thursday, Feb. 24, 7:30 p.m. Dr. Miller will check with Sean about the details.

Adjourned

4 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
March 2, 2011**

Attendees

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

Absent

Ms. Teresa Walker

Convened

2:00 p.m.

Old Business

1. Update Regarding Campus Facilities Projects
 - Dr. Exley and Mr. Richard will present the proposal for the Administration Building to the Chancellor on Friday. Phil Black with Krebs will join them.
2. Excellence Statement
 - Tabled.
3. Tobacco Free Campus
 - Mr. Richard reported this topic came up at a recent meeting of Chief Financial Officers. He reported other colleges that implemented a tobacco-free policy have reported no issues with enforcement.
 - Dr. Exley asked Dr. Miller to prepare a plan to handle enforcement of the policy during Commencement.
4. Governance Structure Update
 - This is completed and can be removed from the agenda.
 - A copy will be sent to Mr. Maltbie for placement on the Intranet.
5. Enrollment Management Plan Update
 - The plan is complete.
 - A copy will be sent to Mr. Maltbie for placement on the Intranet.
6. Book Read Event Update
 - Ms. Smith has been in touch with the author's publicists. Tuesdays or Wednesdays in September or October are potential dates for the events. Ms. Smith will check with local school partners to see if there are any conflicts for some of the dates.

New Business

1. Proration Discussion
 - The Cabinet reviewed the plan for 3 percent proration that was submitted to Postsecondary a month ago. Various options and cost savings were discussed. The budget amendment has to be submitted to the State very soon.
 - The Cabinet discussed the best way to communicate to employees where the College stands in light of the proration declaration. An update will be presented at the March 11 Exchange.
 - The Cabinet agreed to freeze any non-essential travel for employees. Student travel requests will be reviewed on a case-by-case basis.
 - The ACCA Convention has been cancelled for 2011.
2. Continental Breakfast for March 11 Exchange
 - A briefing will be given in regard to the proration situation and the College's plan.
 - The Cabinet will provide a continental breakfast. Each Cabinet member will contribute \$5. Ms. Smith will be responsible for getting the food and arranging for coffee and juice to be provided.
3. United Way Victory Celebration
 - Thursday, March 10, 11:30 a.m., Guntersville Senior Center Banquet Room
 - Dr. Watts volunteered to represent the College. He will check with Jason Cannon about attending as well.
4. Twitter Article
 - The Cabinet discussed an article published in the NISOD Innovation Abstracts regarding the use of Twitter to stay connected to students.
5. Open Discussion
 - Discussion was held regarding the Blount County Instructional Site. No classes are being scheduled at the site for the summer semester. Dr. Miller and Dr. Watts will develop a plan to formally close the site and communicate that to the community and the employees.
 - The Cabinet revisited the topic of applying for the Department of Labor Grant and Entrepreneurship. Dr. Miller and Dr. Watts are to review the information and give Dr. Exley input on what should be done by Thursday.

Dates to Remember

1. Meeting with Marshall Tech School Representatives – Thursday, March 3
 - Dr. Watts, Dr. Exley, Ms. Walker and Dr. Miller will be attending.
2. Administration Building Renovation Plan Presented to Chancellor Hill and Staff – Thursday, March 10
3. The Exchange – Friday, March 11, 8:30 a.m., SSCC Cafeteria
4. President's Cabinet Retreat – May 19-20 (tentative)
 - The retreat will no longer take place at the Phi Theta Kappa Headquarters in Jackson, Miss. The Cabinet discussed local meeting places.
 - The Cabinet reviewed topics to be addressed during the Cabinet.

Adjourned
3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
March 17, 2011**

Attendees

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

Convened

8:00 a.m.

New Business

1. Survey Data (Revenue/Expenses)
 - This item was tabled.

2. Organizational Design
 - The Cabinet discussed the organizational design – specifically core functions of different positions, “big” units that may need restructuring, and portions of the organizational design that needed updating.
 - Cabinet members should send any specific changes to Dr. Exley.
 - Cabinet members should consider any additional changes to the organizational design to discuss further at the next meeting.

3. Open Discussion
 - Dr. Exley presented Cabinet members with a Leadership Orientation evaluation form. Each member should complete the form for the next meeting.

Dates to Remember

1. Nursing Career Fair – March 23 from 10-noon, Health Sciences Building

2. Dance Team Tryouts – March 26 starting at 10 a.m. at the Plunkett Wallace Gymnasium

3. Alumni Association Dinner and a Show – 5 or 6:30 p.m. in the SUB

Adjourned

8:50 a.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
March 25, 2011**

Attendees

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

Convened

9:30 a.m.

New Business

1. State Board Meeting Update
 - Dr. Exley reported on the Board meeting and worksession. Two key items for Snead State that passed were the renovation of the Administration Building and the approval of the purchase of a simulator for the Nursing Program.
2. Organizational Design
 - The Cabinet discussed ideas and suggestions on changing/improving the Organizational Design of the College.
 - The discussion will continue at the next meeting.
3. Leadership Orientation Evaluation Form
 - Deferred to the next meeting.
4. Mail Distribution
 - Dr. Exley led discussion on ways to improve the distribution system, including having the mail delivered building by building. Mr. Richard and Dr. Exley will meet to discuss ideas.
5. Open Discussion
 - Bids are to be opened at 11 a.m. for the relocation of the fiber from the Administration Building to the McCain. Mr. Maltbie said he hoped the project to be completed by mid-May.
 - Ms. Walker reported on a visit from an AIDT representative, who was impressed with Snead's Ready to Work program and wanted to highlight the work at the Arab Center as an example for other Workforce Development programs.

Dates to Remember

1. Dance Team tryouts – March 26, 10 a.m., gym
2. Alumni Association Dinner and a Show – March 26, 5 or 6:30 p.m., SUB
3. All-Alabama Academic Team Program – March 31, 6:30 p.m., Renaissance (Montgomery)

4. Career Expo – April 5, 3-6 p.m., gym
5. AACC – April 9-12, New Orleans

Adjourned
11 a.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
April 6, 2011**

Attendees

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

Absent

Mr. Randy Maltbie

Convened

2:05 p.m.

Old Business

1. Organizational Design
 - Dr. Exley continued discussion that was held during the last Cabinet meeting.
 - Some important issues that were identified through the discussion were training and organization of the Student Success Center.

New Business

1. Golf Tournament
 - This event has been postponed until the summer. Dr. Exley said in conversations he has had, Mondays are a better option for tournaments, and a different venue may be considered once a new date is selected.
2. AS in General Education Degree Changes
 - Dr. Miller reported on conversations he's had with Division Directors about eliminating three required courses from the AS degree requirements – speech, CIS 146 and Orientation 101.
 - Dr. Exley asked that Dr. Miller and Dr. Watts prepare information analyzing the number of credits that could be lost with these changes, where those credits would “migrate” to, potential faculty impact, etc. He asked for the information to be presented at the next meeting.
3. Implementation of AA Degree
 - Dr. Watts made a motion to offer the AA degree beginning the fall 2011. Dr. Miller second. The motion carried on an unanimous vote by the Cabinet.
4. Open Discussion
 - Cabinet members need to complete their evaluation surveys to discuss at the next meeting.

- Dr. Exley asked for people who are available to attend the banquets for the Boaz Chamber on April 28 and the Blount County Chamber on May 10 to send their names to him immediately. Mr. Richard is checking to see if the College can purchase tickets for those attending or if a sponsorship has to be purchased.
- Ms. Walker mentioned an opportunity to renew a partnership with the former Pilgrim's Pride.
- The Cabinet will continue discussion on new employee performance evaluations at the next meeting. Cabinet members responsible for putting together recommendations should have those to the Cabinet members for review prior to the next meeting.
- Dr. Exley led discussion on two presentations to outsource the bookstore.

Dates to Remember

1. April 7 – Storyteller Dolores Hydock Presentation, 10 a.m. and 7 p.m., Bevill Center
2. April 7-9 – PTK International Convention, Seattle, WA
3. April 7-10 – NAQT Intercollegiate Championship, Chicago, IL
4. April 8 – Marshall County High School Math Tournament, 9 a.m.
5. April 8 – Boaz High School Career Tech Day, Bevill Center
6. April 9-12, AACC, New Orleans – Dr. Exley, Dr. Miller, and Mr. Richard will be attending
7. April 15 – Music Department Spring Concert, 7 p.m., Bevill Center Concert Hall
8. April 18 – The Exchange, 2:30 p.m., SSCC Cafeteria
9. April 20 – SSCC Foundation Investment Committee and Full Board Meeting – Dr. Miller will make sure Jason Cannon has plans to attend. Ms. Smith already has this on her calendar to attend.

Adjourned

3:15 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
April 20, 2011**

Attendees

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

Absent

Mr. Randy Maltbie and Ms. Teresa Walker

Convened

2:05 p.m.

Old Business

1. Organizational Design
 - The Cabinet discussed proposed changes presented by Dr. Exley.
2. Golf Tournament
 - Dr. Exley led discussion on where the golf tournament would be an event of interest for the community.
 - It was determined to set the date for the event for sometime in September or October. The date needs to be set soon, so information can be sent to the sponsors.
3. AS in General Education Degree Changes
 - The Cabinet reviewed implications for the proposed changes, which include eliminating three required courses from the AS degree requirements – speech, CIS 146 and Orientation 101.
 - The Cabinet voted to adopt the changes.
4. Implementation of AA Degree
 - Dr. Miller reported on the status. Everything is in place to implement the degree effective the fall 2011 semester, so his office will move forward with the implementation.

New Business

1. Overview of PTK Annual Convention
 - Brittany Wilborn and Phi Theta Kappa students Zach Fraiser, Meg Biddle, Dillon Dyer, Hannah Neuffer, Ashley Skelton and Grant Bearden provided an overview of the Convention in Seattle, Washington.
 - The students provided their input on how the Cabinet could help the chapter improve. They said they wished they had known “what a big deal” PTK was for students.

- The Convention next year will be in Nashville, Tenn.
2. Employee Evaluations
 - The Cabinet agreed to wait on completing evaluations until the changes to the organizational chart are finalized.
 - The specific Cabinet members need to prepare the final proposals for each evaluation form and submit it for discussion and approval.
 - Mr. Richard mentioned that job descriptions also need to be reevaluated at the same time employee evaluations are completed.
 3. Leadership Evaluation Form
 - Deferred until the next meeting.
 4. Open Discussion
 - The Boaz Chamber Banquet is on April 28. Those attending are Dr. Exley, Mrs. Exley, Dr. Watts, and Dr. Miller. The appropriate Cabinet member will check with the following employees to see if they could attend as well: Jessamine Huffman, Patty Morgan, and Lisa Murray.
 - The Blount County Chamber Banquet is May 10 at 6:30 p.m. at the World Outreach Center in Oneonta. Cabinets are to notify Shelley of any employees who may attend.
 - The appeal to lift the NJCAA probation for the basketball programs was denied. An eligibility audit was conducted with the results going to the NJCAA. Mr. Richard reported on changes in the recruiting criteria for athletics.
 - The Cabinet discussed upcoming press releases to be completed through the Public Relations office, including the athletic appeal denial, the Administration Building bid opening, the outsourcing of the bookstore, and a follow-up College Completion story to be either an alumni success story or an op-ed piece by Dr. Miller.

Dates to Remember

1. April 22 – SSCC Photo Shoot
2. April 25 – SSCC Awards Day, 10:15 a.m., Health Sciences Lecture Hall
3. April 26 – Meeting with representatives from the University of Alabama Entrepreneurship Institute, 10 a.m., President’s Office
4. April 27 – Presidents Meeting, 2 p.m., Montgomery
5. April 28 – State Board Meeting/Work Session for May 26 meeting
6. April 28 – Boaz Chamber Banquet, 7 p.m., Boaz Middle School Cafeteria
7. April 28 – Camelot, 7 p.m., Bevill Center Concert Hall
8. April 29 and 30 – Camelot, 7 p.m., Bevill Center Concert Hall
9. May 1 – Camelot, 2 p.m., Bevill Center Concert Hall
10. May 1 – Art Show Reception, 4-6 p.m., McCain Center

Adjourned

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
May 2, 2011**

Attendees

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

Convened

11:00 a.m.

New Business

1. Recent storms
1. Each Cabinet member provided an updated on how he or she and other employees fared through the tornados that came through the area on Wednesday, April 27.
2. The storms caused trees and limbs to be down on campus, and damage was done to the baseball scoreboard and fencing. The Arab Center did not have structural damage.
3. A nursing student lost her life during the storm. Dr. Exley provided information on what was being done to provide support to faculty and students. Funeral arrangements for the student were not yet known.
4. The Cabinet discussed establishing a special fund to aid students with critical needs following the storms.
5. Cabinet members were encouraged to look over the buildings on campus to see if there was any structural damage that was missed through initial observation. The Cabinet will debrief about response to the storms during the next meeting.
6. Dr. Exley reported on other colleges within the system affected by the storms. Some has some minor damage, and some experienced the loss of students. Most had students or faculty to lose their homes or loved ones in the storms. Wallace Hanceville experienced significant damage, and Dr. Exley offered the College's assistance in helping Wallace through this time.
7. Commencement has been rescheduled for May 12 with a smaller reception planned for graduates after the ceremony. Mr. Richard will follow-up on reception plans.
8. Graduation for Marshall County Youth Leadership participants has been postponed.
9. The new contracted financial aid director is set to begin May 10.
10. The Exchange will be held May 3 at 9 a.m. Dr. Exley will update employees on the aftermath of the storm, and employees will have an opportunity to report on how they are doing and if they are aware of any needs within the Snead family. Dr. Exley will also report on the State Board of Education meeting last week. Dr. Watts will bring a list of adjunct instructors who have not reported in to see if any other employees have heard how they fared during the storms.
11. The Arab Center is closed until power can be restored.

12. The Cabinet was asked to consider including special recognition during the Commencement ceremony to honor the student who died during the storm and loved ones of others attending the ceremony who also died.

Adjourned

11:30 a.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
May 4, 2011**

Attendees

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

Absent

Mr. Randy Maltbie and Ms. Teresa Walker

Convened

2:05 p.m.

Old Business

1. Organizational Design
 - Each Cabinet member was to review his or her area of the organizational chart and submit changes to Kelli Conley by Friday, May 6. Once the changes have been made, Dr. Exley will submit the organizational chart to the Chancellor for approval.
 - Once the organizational design has been finalized, the Cabinet will need to review and update job descriptions.
2. Employee Evaluations
 - The final instruments will be discussed during the Cabinet Retreat on May 19-20.
 - Mr. Richard will compile a list of all employees' hire dates and the dates of all of their evaluations.
3. Leadership Evaluation Form
 - Deferred.

New Business

1. Debriefing of tornado incident
 - The Cabinet discussed the College's response to the tornado incident on April 27. Discussion included caring for dorm students, timeline for notifications, cell phone reception issues, dissemination of information, and ways the response could be improved.
 - Each Cabinet member will update the contact list, and once the final list is completed, each member is encouraged to print a hard copy of the list so they aren't reliant solely on cell phone or Internet directories.
2. Open Discussion

- The Cabinet discussed the final exams opt-out for students. Information will be sent to the media and posted on the website and social media sites.
- Mr. Richard reported on an agency fund set up to aid students with financial needs. The Cabinet agreed to rename the fund the “Student Emergency Assistance Fund” and encourage employees to make contributions if they would like to assist students adversely affected by the April 27 tornados. One-time contributions are to be given to Melissa Brown in the Business Office. Payroll deductions may be arranged through Amanda Griggs in the Business Office. Mr. Richard will work on drafting parameters for issuing the funds for specific needs.
- Dr. Miller and Dr. Watts reported on attendance since today was the first day back in session following the April 27 storms. They also said most of the faculty had been accounted for.
- Dr. Watts reported on the first meeting of the SACS Committee and the establishment of six subcommittees. Each Cabinet member will be assigned to subcommittees based on their own area of supervision.

Dates to Remember

1. May 5 – National Day of Prayer Ceremony, noon, Boaz Fire Station
2. May 5-8 – Camelot, Bevill Center Concert Hall, 7 p.m. on May 5-7, 2 p.m. on May 8.
3. May 8 – Reception for Student Art Exhibit, 4 p.m., McCain Center
4. May 10 – Commencement Rehearsal, 2 p.m., Plunkett-Wallace Gymnasium
5. May 11 – RN Pinning Ceremony, 6 p.m., Bevill Center
6. May 12 – Reception with Dr. Charles Elliott and graduating Presidential Scholars, 6 p.m., Alumni House
7. May 12 – Boaz Chamber Banquet, 6:30 p.m., Boaz Middle School Cafeteria
8. May 12 – Commencement, 7 p.m., Plunkett-Wallace Gymnasium
9. May 18 – Region 2 Workforce Development Council Meeting, 1:30 p.m., SSCC Campus

Adjourned
4 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
May 12, 2011**

Attendees

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

Convened

10:00 a.m.

New Business

1. Each Cabinet member reported on progress from his or her area.
2. Mr. Richard has a meeting Friday to look into obtaining funding to compensate from the storm damage. He said the wind screens and fencing damaged at the baseball field will hopefully be replaced through insurance or FEMA assistance.
3. Dr. Miller is looking into financial aid issues regarding the offering of the Associate in Arts degree.
4. Discussion was held about the availability of the summer Pell grants.
5. Ms. Walker has organized interviews for next year's Marshall County Youth Leadership class. The graduation for this year's class was postponed.
6. The Workforce Development Region II Council will meet on Wednesday, May 18, at the Norton Building at 1:30 p.m.
7. The College is waiting on grant approval with funds to be used to establish Ready to Work courses and other workforce development offerings through the Marshall County Technical School. Dr. Watts will draft a letter to SACS informing them of the plans for the Marshall County Technical School. Evening classes for the Ready to Work program will begin June 7 at the tech school.
8. Dr. Watts has almost completed the substantive change proposal for offerings at Arab High School.
9. Mr. Maltbie is working with the bookstore to prepare for Barnes and Noble taking over operation. June 25 is the projected "takeover" date.
10. Mr. Maltbie said Blackboard will be down for a while over the weekend as fiber is moved from the Administration Building to the McCain Center.
11. The family of the late Jennifer Hallmark, a nursing student, is establishing an endowment scholarship, and the Cabinet agreed to put in the first \$1,000.
12. Presidents with the administrative software consortium met with SunGuard to move forward on implementing the Banner software.
13. Dr. Exley presented the revised organizational chart to the Chancellor. She will give the document a final review before approving it. The Cabinet discussed how to inform those employees who are affected by the changes.
14. Dr. Exley reported on his latest SACS meeting.

Adjourned

11:30 a.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
June 15, 2011**

Attendees

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

Convened

2:05 p.m.

Old Business

1. Organizational Design
 - Some small changes still need to be made.
 - If any Cabinet member sees additional changes, please let Dr. Exley know.
2. Employee Evaluations
 - This item was tied in with Item No. 1 under New Business.
3. Leadership Evaluation Form (defer)
 - It was decided that this item can be removed from the agenda.

New Business

1. Performance Review Process and Instruments
 - The Cabinet discussed the models for evaluations of Cabinet members, supervisory employees and non-supervisory employees.
 - Dr. Exley will make some edits to the instruments, and Ms. Smith will redesign the instruments into a different format.
 - Discussion was held on whether or not the instruments should be available to complete electronically.
 - Dr. Miller made a motion to accept the instruments with the final changes, and Dr. Watts second. The Cabinet passed the motion unanimously.
2. SPOL Documents (Shelley Smith)
 - Ms. Smith reviewed her objectives. Some suggestions were offered by the Cabinet members.
 - Mr. Maltbie will present his objectives at the next meeting.
3. Sharepoint Site for Banner Implementation
 - Mr. Maltbie reviewed the function of the Sharepoint Site and how it will aid the Banner implementation. He also reviewed the timeline for the implementation. The site is primarily for the project management team's use.

4. Phi Theta Kappa Regional Proposal regarding Tornado Response
 - The Cabinet should review the proposal and let Dr. Exley know of any concerns.
5. Alabama Leadership Academy
 - Dr. Miller said he would check into any possible recommendations of employees who could attend.
6. Administration Building Financing Update
 - Mr. Richard discussed the financing proposal, which includes better rates now than in the long run. The College could see a saving of at least 2 percent in the interest rate along. Construction costs are also lower now than in previous years.
7. Open Discussion
 - Dr. Watts reviewed the proposed SACS committees and responsibilities. Any thoughts or suggestions should be given to Dr. Exley. The Cabinet voted to approve the structure.
 - The Cabinet discussed summer enrollment numbers.

Upcoming Events

- Friday, June 17, 6:30 p.m. – Alabama School of Gospel Music Concert, Bethany Baptist Church
- Thursday, June 23 – State Board of Education meeting/July 28 Work Session, Montgomery
- June 26-28 – Presidents’ Association Summer Conference, Perdido Beach Resort

Adjourned

4 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
July 7, 2011**

Attendees

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

Absent

Dr. Larry Miller

Convened

2:05 p.m.

Old Business

1. Organizational Design
 - Dr. Exley will take the final changes to the Chancellor on Tuesday.
2. Employee Evaluations
 - Mr. Richard will provide a list to each Cabinet member of the employees each has to evaluate.
 - Ms. Smith will format the final instruments into a different format.
3. Leadership Evaluation Form (defer)

New Business

1. SPOL documents (Randy Maltbie)
 - Mr. Maltbie reviewed his objectives for input from the Cabinet.
 - Mr. Maltbie and Mr. Richard reported on their recent consortium meeting regarding the new administrative software.
2. Blackout Dates for Banner Implementation
 - Dr. Miller will get a copy of the academic calendar to Mr. Maltbie so he'll have a list of registration and final exam dates, so he can compile the blackout dates for the Banner implementation.
3. Grant Approvals
 - The Cabinet unanimously passed the following grant proposals.
 - a. Ready to Work – \$74,000 to continue the program
 - b. Boaz Campus Human Simulator Project - \$60,000 to implement a similar program on the Boaz campus that is already at the Arab Center.
 - c. Dual Enrollment - \$19,000 to fund the Marshall County Technical School initiative

- d. Career Coach Grant - \$66,667 for the continuation of the existing Career Coach position
4. Dual Enrollment Memorandum of Understanding
 - Dr. Watts is development an updated MOU. The ones that are already in place will automatically renew. He will get a draft together for the Cabinet to review. The Marshall County Technical School project will be set up as a model with the remaining agreements to be updated later.
5. Convocation
 - The Cabinet discussed what to include during the fall Convocation. The SACS committee, Banner team, and other committees will schedule meetings during this time.
 - Dr. Exley would like to compile a list of accomplishments to display around the room during the all-employee session.
6. Personnel Handbook
 - Mr. Richard will work on getting an update out to the Cabinet. Dr. Watts and Dr. Exley will update the intellectual policy. Mr. Maltbie will update the computer usage policy. Ms. Smith will develop a social media policy.
 - Dr. Exley, Dr. Miller, and Dr. Watts will update the mission statement.
7. Open Discussion
 - Dr. Exley mentioned the College received a grant developed by Melissa Rice and Amy Langley. The grant will provide assistance to RN students who are low income.

Upcoming Events

- Thursday, July 7, 4:30-6:30 p.m. – Parson Days, Arab Center
- Monday, July 11-Thursday, July 14, 11 a.m. until 6:30 p.m. – Parson Days, McCain Center
- Friday, July 15, 11 a.m. until 3 p.m. – Parson Days, McCain Center
- Friday, July 15, 11:30 a.m. until 12:30 p.m. – Presidential Scholars Reception, Norton Lobby
- Saturday, July 16, 8 a.m. until noon – Parson Days, McCain Center
- Tuesday, July 19, 7:30 a.m. until 8:30 a.m. – Legislative Breakfast sponsored by the Boaz Area Chamber of Commerce and Snead State Community College

Adjourned

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
August 3, 2011**

Attendees

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

Convened

2:05 p.m.

Old Business

1. Organizational Design
 - Dr. Exley met with the employee who had concerns about the changes. If anything about the organizational chart needs to be ironed out, he'll make the necessary changes before sending out the employee memo about the changes.
2. Employee Evaluations
 - Ms. Smith e-mailed the writable forms to everyone on Tuesday. Everyone is to review the forms.
 - Dr. Miller has already met with the division directors and discussed conceptually the changes to the forms.
 - Each Cabinet member is to fill out a sample evaluation and bring it to the next meeting for discussion.
3. Convocation
 - Committee assignments have been completed.
 - Dr. Watts and Dr. Miller will send out a letter along with the schedule to employees.
 - An employee breakfast will be held that Tuesday at 7:30 a.m. in the cafeteria.
 - About 15 are scheduled to attend the Athens symposium on that Thursday.
4. Banner Implementation
 - All the reports were submitted last week. Mr. Maltbie is cataloging those.
 - The representatives will be on campus on Aug. 16 to meet with the committee.
 - The committee will be off-site attending implementation meetings on Aug. 30, 31, and Sept. 1.
5. Personnel Handbook
 - Dr. Exley still has some things to finalize before the revisions are complete.
6. NavPoint Institute for Financial Literacy

- It was decided to get the Director of Financial Aid's opinion on the viability of participating in the institute.

New Business

1. SPOL documents (Dr. Jason Watts)
 - Dr. Watts led the discussion. No suggestions were given.
2. Social Media Policy
 - Ms. Smith discussed the development of the policy.
 - Cabinet members are to review the policy and provide feedback to Ms. Smith. The Cabinet will discuss the policy again at the next meeting.
3. SunGard Higher Education Presentation
 - Aug. 26, 10 a.m. until 2 p.m., Jefferson State Community College
 - Discussion was held on who should attend. The implementation committee will attend.
4. Students First Act Regional Training
 - Aug. 31, TBA, Jefferson State Community College
 - Up to 10 people may attend. Dr. Exley and Dr. Watts will attend. Other possible attendees included Blake Leeth, Vicki Carr and Amy Holmes.
5. Open Discussion
 - Dr. Exley provided an overview of the State Board of Education's recent worksession. He said college presidents have been asked to present to the board an overview of their colleges. Northeast Community College was the first. Dr. Exley shared that the college's enrollment increased with the inclusion of student loads.
 - Discussion was held about fall enrollment and ways to encourage students to register sooner rather than later.
 - Dr. Exley led discussion about the CCSSE report. He suggested sharing the report with internal committees to stimulate discussion of how Snead State could respond to the feedback indicated in the report.
 - Mr. Richard reviewed with the Cabinet changes in the athletic department, including new fundraising and recruiting requirements. An advisory committee has been established and includes Barry Mayhall, Rhea Armstrong, Jason Cannon, and Vann Scott.

Upcoming Events

- Thursday, Aug. 4, 2 p.m., SACS Leadership Team Meeting – President's Office
- Tuesday, Aug. 9, 6 p.m., LPN Pinning Ceremony – Bevill Center
- Thursday-Saturday, Aug. 11-13, Presidential Scholars Retreat – Berry College (Rome, Ga.)
- Monday, Aug. 15, Faculty Return for Fall Semester
- Friday-Saturday, Aug. 19-20, Parson Days II - McCain Student Success and Career Center
- Saturday, Aug. 20, Dorm Move-In Day, Week of Activities – Aug. 20-25

- Saturday, Aug. 20, 9 a.m. until 1 p.m., Cheerleader Stunt Clinic – Plunkett Wallace Gymnasium
- Saturday, Aug. 20, Golf Tournament, 9 a.m., hosted by Baseball Program – Boaz Country Club

Adjourned

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
August 10, 2011**

Attendees

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

Absent

Mr. Mark Richard

Convened

10 a.m.

Old Business

1. Convocation
 - All of the plans are set for Convocation.
2. Social Media Policy
 - Ms. Smith reviewed each of the recommendations she was given. The Cabinet approved the policy pending changes discussed during the meeting.
 - The revised policy is included in the minutes. Dr. Exley and Mr. Richard will work to put the policy in the proper format and place it accordingly in the Handbook.

New Business

1. Recommendations for SACS Committees
 - Dr. Watts discussed the reasoning behind the committee assignments. The Cabinet approved the recommendations.
 - The recommendations are included in the minutes.
2. Rural Community College Alliance
 - The Cabinet agreed to renew the College's membership, which is only \$500 per year. Dr. Watts and Dr. Miller will review the services provided by the Alliance to see if there are additional benefits the College should be utilizing.
3. Grant Team

- Melissa Rice suggested employees to be a part of a Grant Team to provide input and guidance in the pursuit of grant funding for the College. The team members will not be responsible for writing grants but will serve in an advisory capacity.
 - Members of the team include Amy Langley, Greg Randall, Jason Watts, Dustin Smith, Marie Smith, Annette Cederholm and Barry Mayhall.
 - The Cabinet approved the suggestions.
4. Open Discussion
- The Cabinet discussed possible United Way representatives to be the College's liaison with the organization during the pacesetting campaign. Dr. Miller will check with Vann Scott to see if he will lead the College campaign. Amy Holmes will facilitate the paperwork.
 - Discussion was held on how to encourage College leaders to use the SPOL system as a strategic planning system rather than a system to manage day-to-day operations.
 - The Cabinet discussed the possibility of pursuing a rebranding campaign and what would the campaign involve.
 - Ms. Smith asked for suggestions on submissions for Postsecondary's Annual Report. Suggestions and information are to be sent to her by the end of next week.
 - Mr. Maltbie said eight were planning to attend the Banner Kick-off meeting. The new administrative software implementation will be picking up momentum very soon.
 - Ms. Walker mentioned the three pending grant applications the College has before the State Workforce Development Council, which will consider the proposals during the September meeting. If approved, the proposals will go to the State Board of Education for approval.
 - The Chancellor Awards will be held this year even though there will be no ACCA Conference. The awards will be a one-day luncheon event in Montgomery on Oct. 26. Deadline for nominations is Sept. 30. Cabinet members are to be thinking of employees to nominate.

Upcoming Events

- Thursday-Saturday, Aug. 11-13, Presidential Scholars Retreat – Berry College (Rome, Ga.)
- Monday, Aug. 15, Faculty Return for Fall Semester
- Monday-Friday, Aug. 15-19, Convocation Week
- Friday-Saturday, Aug. 19-20, Parson Days II - McCain Student Success and Career Center
- Saturday, Aug. 20, Dorm Move-In Day, Week of Activities – Aug. 20-25
- Saturday, Aug. 20, 9 a.m. until 1 p.m., Cheerleader Stunt Clinic – Plunkett Wallace Gymnasium
- Saturday, Aug. 20, Golf Tournament, 9 a.m., hosted by Baseball Program – Boaz Country Club

Adjourned

11:30 a.m.

SACS Committees and Responsibilities

Committee Recommendations to Cabinet -- August 4, 2011

Academic Committee (Subcommittee 1) – Amy Langley

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.7.1 Program Length		Cherri Barnard, WFD Office
2.8 Full-time Faculty		Deborah Rhoden, Science Division Director
3.4.2 Continuing Ed / Service Programs		Dr. Sandy Roberts, CIS Faculty
3.4.5 Academic Policies	YES	Madonna Wigley, Science Faculty
3.5.1 College-Level Competencies		Libby Bates, PE Faculty
3.5.2 Institutional Credits for a Degree		
3.7.3 Faculty Development	YES	
4.2 Appropriate Program Curriculum		
4.4 Appropriate Program Length	YES	

Academic Committee (Subcommittee 2) – Alan Bates

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.7.2 Program Content		Kelly Snyder, OAD Faculty
2.7.4 Course work for Degrees		Johnny Brewer, Humanities Faculty
3.2.14 Policies on Intellectual Property Rights	YES	Greg Randall, Tech Division Director
3.4.1 Academic Program Approval	YES	
3.4.11 Academic Program Coordination		
3.5.3 Undergraduate Program Requirements	YES	
3.7.2 Faculty Evaluation		
3.7.5 Faculty Role in Governance		

Academic Committee (Subcommittee 3) – Blake Leeth

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.7.3 General Education	YES	Debbie Seabrook, Records Office
3.2.9 Faculty / Staff Appointment Policies		Rhea Armstrong, English Faculty
3.4.4 Acceptance of Academic Credit		Dr. Susie Humphries, Science Faculty
3.4.6 Practices for Awarding Credit	YES	LaRetha Childress, CIS Faculty
3.4.8 Noncredit to Credit Policy		
3.4.10 Responsibility for Curriculum		
3.7.1 Faculty Qualifications		
3.7.4 Academic Freedom		

Governance Committee – Rick Cartagena

SACS Standard	Recommended Membership
2.1 Degree Granting Authority	Dr. Robert Exley, President
2.2 Governing Board	Dustin Smith, Science Faculty
2.3 Chief Executive Officer	Karen Watts, Child Development Faculty
3.2.1 CEO Evaluation / Selection	Nicole Camp, Nursing Faculty
3.2.2.1 Governing Board and Mission	
3.2.2.2 Governing Board and Fiscal Stability	
3.2.2.3 Governing Board and Institutional Policy	
3.2.2.4 Governing Board and Foundation Boards	
3.2.3 Governing Board Conflict of Interest	
3.2.4 Governing Board and External Influence	
3.2.5 Governing Board Dismissal Policy	
3.2.6 Governing Board / Administration Distinction	
3.2.7 Institutional Organizational Structure	
3.2.11 CEO Control of Intercollegiate Athletics	
3.2.12 CEO Control of Fund Raising Activities	

Finance Committee – Vann Scott

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.11.1 Financial Resources		Mark Richard, CFO
2.11.2 Physical Resources		Steve Williams, Director of O&M
3.2.13 CEO Control of Institution-Related Foundations		Amanda Childress, Financial Aid Office
3.10.1 Financial Stability		Dianne Alldredge, Cosmetology Faculty
3.10.2 Submission of Financial Statements		
3.10.3 Financial Aid Audits		
3.10.4 Control of Finances		
3.10.5 Control of Externally Funded Programs		
3.11.1 Control of Physical Resources		
3.11.2 Institutional Environment		
3.11.3 Physical Facilities	YES	
4.7 Compliance with Title IV Financial Aid		

Institutional Effectiveness Committee – Cheri Colvin

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.4 Institutional Mission		Dr. Jason Watts, Assoc. Dean / SACS Liaison
2.5 Institutional Effectiveness		Teresa Walker, Director of Community Education
3.1.1 Institutional Mission		Jessamine Huffman, Director of Testing
3.3.1.1 IE -- Student Learning Outcomes	YES	Marie Smith, Director of TRiO Programs
3.3.1.2 IE -- Administrative Support Services	YES	Jarrold Shields, Science Faculty
3.3.1.3 IE -- Educational Support Services	YES	Melissa Rice, Director of Grant Development
3.3.1.5 IE -- Community / Public Service	YES	
3.4.7 Consortial Relationships / Contractual Agreements		
4.1 Evaluation of Student Achievement		

Library Committee – Gary Bodine

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.9 Learning Resources and Services	YES	John Miller, Librarian
3.4.12 Technology Use for Instruction / Learning	YES	Dr. Cynthia Denham, Humanities Division Director
3.8.1 Library Learning / Information Resources	YES	Dr. Mark Freshwater, Social Science Faculty
3.8.2 Instruction in Library Use	YES	Lorraine Hall, Nursing Faculty
3.8.3 Qualified Library Staff	YES	

Student Services Committee – Jason Cannon

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.10 Student Support Services	YES	Dr. Larry Miller, CAO
3.2.8 Qualified Administrative / Academic Officers		Shelley Smith, Director of Marketing & PR
3.2.10 Administrative Staff Evaluations		Patty Morgan, Career Coach
3.4.3 Publication of Admissions Policies	YES	Paige Trussell, TRiO
3.4.9 Academic Support Services	YES	Jarrold Plummer, Student Housing
3.9.1 Student Rights		Lindsey Beck, Recruiting
3.9.2 Student Records		Michelle Machen, Recruiting
3.9.3 Qualified Student Affairs Staff		

4.3 Publication of Policies	
4.5 Student Complaint Procedures	YES
4.6 Accuracy of Recruitment Materials	YES

FINAL POLICY REGARDING USE OF SOCIAL MEDIA SITES OR ANY INTERNET- BASED APPLICATION

Snead State Community College recognizes the use of social media websites and other internet-based application as a useful tool to share information, to market the College, and to provide a space for communication between college officials, students and alumni. Because of the value of these recourses, the College has established the following policy for use of the College's official social media profiles or pages by College employees, students, and alumni. Snead State reserves the right to remove any posts, photos or videos that do not comply.

Be respectful. We respect the dignity of others and the thoughtful discussion of opposing ideas. Content deemed acceptable for post on the College's social media sites may be positive or negative in context, regardless if it is favorable or unfavorable to SSCC. However, language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasion of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed.

Be accurate. Please know your facts before you post. Any errors in a post should be corrected quickly.

Keep a focus on SSCC. The site may not be used to promote businesses, causes, political candidates or a personal agenda. The social media sites are to be used for information sharing, marketing, and communication among employees, students and alumni.

The Office of Public Relations/Marketing shall oversee all College presence on social networking sites. New College-related social media sites or pages should be established through the Office of Public Relations and Marketing with the official College profile being named an administrator for the new sites. Existing sites and pages will be reviewed routinely and may be amended or, when necessary, removed.

All policies, procedures and guidelines regarding Snead State trademarks, name, and symbols apply to social networking sites. Snead State does not permit explicit or implied institutional endorsements of any kind through the use of its names, trademarks, logos or images, including pictures of campus buildings

Respect college time and property. College computers and employee work time are to be used for college-related business. It's appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem.

Maintain confidentiality. Do not post confidential or proprietary information about Snead State, its students, its alumni or fellow employees. Use good ethical judgment and follow College policies and government requirements, such as FERPA.

Protect your privacy. Comments posted to SSCC's social media sites are visible to all. Therefore, users should refrain from posting personal information, such as phone numbers, e-mail addresses, etc. If there is a need to follow-up with an individual, such information should be exchanged through a private message through the social media sites to a page administrator.

SSCC is not responsible for the content of any website outside of the snead.edu domain. The inclusion of any non-college link does not imply endorsement by SSCC of that website.

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- Post material that is unlawful, obscene, defamatory, threatening, harassing, abusive, slanderous, hateful, or embarrassing to any other person or entity as determined by SSCC in its sole discretion.
- Post ads or solicitations of business.
- Post chain letters or pyramid schemes.
- Impersonate another person.
- Allow any other person or entity to use your identification for posting or viewing comments.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
August 10, 2011**

Attendees

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

Absent

Mr. Mark Richard

Convened

10 a.m.

Old Business

1. Convocation
 - All of the plans are set for Convocation.
2. Social Media Policy
 - Ms. Smith reviewed each of the recommendations she was given. The Cabinet approved the policy pending changes discussed during the meeting.
 - The revised policy is included in the minutes. Dr. Exley and Mr. Richard will work to put the policy in the proper format and place it accordingly in the Handbook.

New Business

1. Recommendations for SACS Committees
 - Dr. Watts discussed the reasoning behind the committee assignments. The Cabinet approved the recommendations.
 - The recommendations are included in the minutes.
2. Rural Community College Alliance
 - The Cabinet agreed to renew the College's membership, which is only \$500 per year. Dr. Watts and Dr. Miller will review the services provided by the Alliance to see if there are additional benefits the College should be utilizing.
3. Grant Team

- Melissa Rice suggested employees to be a part of a Grant Team to provide input and guidance in the pursuit of grant funding for the College. The team members will not be responsible for writing grants but will serve in an advisory capacity.
- Members of the team include Amy Langley, Greg Randall, Jason Watts, Dustin Smith, Marie Smith, Annette Cederholm and Barry Mayhall.
- The Cabinet approved the suggestions.

4. Open Discussion

- The Cabinet discussed possible United Way representatives to be the College's liaison with the organization during the pacesetting campaign. Dr. Miller will check with Vann Scott to see if he will lead the College campaign. Amy Holmes will facilitate the paperwork.
- Discussion was held on how to encourage College leaders to use the SPOL system as a strategic planning system rather than a system to manage day-to-day operations.
- The Cabinet discussed the possibility of pursuing a rebranding campaign and what would the campaign involve.
- Ms. Smith asked for suggestions on submissions for Postsecondary's Annual Report. Suggestions and information are to be sent to her by the end of next week.
- Mr. Maltbie said eight were planning to attend the Banner Kick-off meeting. The new administrative software implementation will be picking up momentum very soon.
- Ms. Walker mentioned the three pending grant applications the College has before the State Workforce Development Council, which will consider the proposals during the September meeting. If approved, the proposals will go to the State Board of Education for approval.
- The Chancellor Awards will be held this year even though there will be no ACCA Conference. The awards will be a one-day luncheon event in Montgomery on Oct. 26. Deadline for nominations is Sept. 30. Cabinet members are to be thinking of employees to nominate.

Upcoming Events

- Thursday-Saturday, Aug. 11-13, Presidential Scholars Retreat – Berry College (Rome, Ga.)
- Monday, Aug. 15, Faculty Return for Fall Semester
- Monday-Friday, Aug. 15-19, Convocation Week
- Friday-Saturday, Aug. 19-20, Parson Days II - McCain Student Success and Career Center
- Saturday, Aug. 20, Dorm Move-In Day, Week of Activities – Aug. 20-25
- Saturday, Aug. 20, 9 a.m. until 1 p.m., Cheerleader Stunt Clinic – Plunkett Wallace Gymnasium
- Saturday, Aug. 20, Golf Tournament, 9 a.m., hosted by Baseball Program – Boaz Country Club

Adjourned

11:30 a.m.

SACS Committees and Responsibilities

Committee Recommendations to Cabinet -- August 4, 2011

Academic Committee (Subcommittee 1) – Amy Langley

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.7.1 Program Length		Cherri Barnard, WFD Office
2.8 Full-time Faculty		Deborah Rhoden, Science Division Director
3.4.2 Continuing Ed / Service Programs		Dr. Sandy Roberts, CIS Faculty
3.4.5 Academic Policies	YES	Madonna Wigley, Science Faculty
3.5.1 College-Level Competencies		Libby Bates, PE Faculty
3.5.2 Institutional Credits for a Degree		
3.7.3 Faculty Development	YES	
4.2 Appropriate Program Curriculum		
4.4 Appropriate Program Length	YES	

Academic Committee (Subcommittee 2) – Alan Bates

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.7.2 Program Content		Kelly Snyder, OAD Faculty
2.7.4 Course work for Degrees		Johnny Brewer, Humanities Faculty
3.2.14 Policies on Intellectual Property Rights	YES	Greg Randall, Tech Division Director
3.4.1 Academic Program Approval	YES	
3.4.11 Academic Program Coordination		
3.5.3 Undergraduate Program Requirements	YES	
3.7.2 Faculty Evaluation		
3.7.5 Faculty Role in Governance		

Academic Committee (Subcommittee 3) – Blake Leeth

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.7.3 General Education	YES	Debbie Seabrook, Records Office
3.2.9 Faculty / Staff Appointment Policies		Rhea Armstrong, English Faculty
3.4.4 Acceptance of Academic Credit		Dr. Susie Humphries, Science Faculty
3.4.6 Practices for Awarding Credit	YES	LaRetha Childress, CIS Faculty
3.4.8 Noncredit to Credit Policy		
3.4.10 Responsibility for Curriculum		
3.7.1 Faculty Qualifications		
3.7.4 Academic Freedom		

Governance Committee – Rick Cartagena

SACS Standard	Recommended Membership
2.1 Degree Granting Authority	Dr. Robert Exley, President
2.2 Governing Board	Dustin Smith, Science Faculty
2.3 Chief Executive Officer	Karen Watts, Child Development Faculty
3.2.1 CEO Evaluation / Selection	Nicole Camp, Nursing Faculty
3.2.2.1 Governing Board and Mission	
3.2.2.2 Governing Board and Fiscal Stability	
3.2.2.3 Governing Board and Institutional Policy	
3.2.2.4 Governing Board and Foundation Boards	
3.2.3 Governing Board Conflict of Interest	
3.2.4 Governing Board and External Influence	
3.2.5 Governing Board Dismissal Policy	
3.2.6 Governing Board / Administration Distinction	
3.2.7 Institutional Organizational Structure	
3.2.11 CEO Control of Intercollegiate Athletics	
3.2.12 CEO Control of Fund Raising Activities	

Finance Committee – Vann Scott

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.11.1 Financial Resources		Mark Richard, CFO
2.11.2 Physical Resources		Steve Williams, Director of O&M
3.2.13 CEO Control of Institution-Related Foundations		Amanda Childress, Financial Aid Office
3.10.1 Financial Stability		Dianne Alldredge, Cosmetology Faculty
3.10.2 Submission of Financial Statements		
3.10.3 Financial Aid Audits		
3.10.4 Control of Finances		
3.10.5 Control of Externally Funded Programs		
3.11.1 Control of Physical Resources		
3.11.2 Institutional Environment		
3.11.3 Physical Facilities	YES	
4.7 Compliance with Title IV Financial Aid		

Institutional Effectiveness Committee – Cheri Colvin

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.4 Institutional Mission		Dr. Jason Watts, Assoc. Dean / SACS Liaison
2.5 Institutional Effectiveness		Teresa Walker, Director of Community Education
3.1.1 Institutional Mission		Jessamine Huffman, Director of Testing
3.3.1.1 IE -- Student Learning Outcomes	YES	Marie Smith, Director of TRiO Programs
3.3.1.2 IE -- Administrative Support Services	YES	Jarrold Shields, Science Faculty
3.3.1.3 IE -- Educational Support Services	YES	Melissa Rice, Director of Grant Development
3.3.1.5 IE -- Community / Public Service	YES	
3.4.7 Consortial Relationships / Contractual Agreements		
4.1 Evaluation of Student Achievement		

Library Committee – Gary Bodine

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.9 Learning Resources and Services	YES	John Miller, Librarian
3.4.12 Technology Use for Instruction / Learning	YES	Dr. Cynthia Denham, Humanities Division Director
3.8.1 Library Learning / Information Resources	YES	Dr. Mark Freshwater, Social Science Faculty
3.8.2 Instruction in Library Use	YES	Lorraine Hall, Nursing Faculty
3.8.3 Qualified Library Staff	YES	

Student Services Committee – Jason Cannon

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.10 Student Support Services	YES	Dr. Larry Miller, CAO
3.2.8 Qualified Administrative / Academic Officers		Shelley Smith, Director of Marketing & PR
3.2.10 Administrative Staff Evaluations		Patty Morgan, Career Coach
3.4.3 Publication of Admissions Policies	YES	Paige Trussell, TRiO
3.4.9 Academic Support Services	YES	Jarrold Plummer, Student Housing
3.9.1 Student Rights		Lindsey Beck, Recruiting
3.9.2 Student Records		Michelle Machen, Recruiting
3.9.3 Qualified Student Affairs Staff		

4.3 Publication of Policies	
4.5 Student Complaint Procedures	YES
4.6 Accuracy of Recruitment Materials	YES

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All policies, procedures and guidelines regarding Snead State trademarks, name, and symbols apply to social networking sites. Snead State does not permit explicit or implied institutional endorsements of any kind through the use of its names, trademarks, logos or images, including pictures of campus buildings

Respect college time and property. College computers and employee work time are to be used for college-related business. It's appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem.

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- Post ads or solicitations of business.
- Post chain letters or pyramid schemes.
- Impersonate another person.
- Allow any other person or entity to use your identification for posting or viewing comments.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
August 24, 2011**

Attendees

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

Convened

2:20 p.m.

Old Business

1. Employee Evaluations
 - Dr. Miller and Ms. Smith reviewed examples they had completed. The Cabinet discussed how each completed the evaluations, the criteria they used to score each area, and the examples they used to determine the rating in each area.
2. Banner Implementation
 - Mr. Maltbie reported that Snead was the first to have the software installed and to have a live database.
 - A questionnaire is being prepared for students to complete to evaluate the system.
 - Next week is the consortia kick-off meeting.
 - Mr. Maltbie said after the kick-off meeting, he would have an updated report for employees on the progress of the implementation.
3. Personnel Handbook
 - Dr. Exley has a couple of questions to work out with Mr. Maltbie. Dr. Miller has two policies left to review.
 - Dr. Exley will review the final version of the handbook with Mr. Richard, and then the revisions will be complete.
4. Students First Act Regional Training
 - August 31, 9:30 a.m., Jefferson State Community College
 - Employees set to attend include Dr. Watts, Ms. Smith, Blake Leeth, Vicki Carr, and Kelli Conley.

New Business

1. Chancellor Awards
 - The Cabinet discussed suggestions of employees to nominate. Dr. Exley will verify the nomination criteria with Kelli Conley before the Cabinet finalizes the nominations in each category.
2. Gerhart Grant Approval
 - Ms. Smith reviewed the proposal for \$7,500 with 50/50 matching funds through the Alabama State Council on the Arts to apply to the Gerhart Chamber Music Festival.
 - The Cabinet approved the proposal to apply for the grant.
3. Open Discussion
 - Dr. Miller mentioned four grant proposals being prepared. One was for \$200,000 to be funded through the Appalachian Regional Commission to provide intake advising and student services online to aid students who cannot come to campus during regular business hours. One is being prepared for funding to host the IMPACTSEED workshop for high school teachers again next summer but to expand the program to include 10 schools. Two are funded through the Alabama Historical Commission – one to repair the roofing at Boatman Hall and one for re-mortaring the Administration Building. The Historical Commission grants are \$10,000 each. The Cabinet approved the pursuit of the grant applications with details to be worked out later and with Dr. Miller forwarding information about each grant to the Cabinet.
 - Dr. Watts said a couple of SACS Committees have already scheduled meetings. He is working with Mr. Maltbie to install an update to the SPOL software. Dr. Miller, Dr. Watts, and Dr. Exley are participating in a demonstration Friday morning for the Compliant Assist software as a possibility for use with preparing for SACS.
 - The Cabinet discussed enrollment for the fall semester and needs to address prior to the start of the Fall Mini II session. Dr. Watts will prepare a student survey to assess the registration and course scheduling process. Ms. Smith and Dr. Miller will meet next week to discuss marketing and promotion options for Mini II.

Upcoming Events

- State Board Meeting – August 25, 9:30 a.m.
- Campuswide QEP meeting – August 25, 2 p.m., Weathers Lecture Hall
- SunGard Higher Education Presentation – Aug. 26, 10 a.m. until 2 p.m., Jefferson State CC
- Volleyball Season Opener Tournament – Aug. 26-27, Wallace-Hanceville
- Club Rush – August 30-31, 10:30 a.m., SUB
- Students First Act Regional Training – August 31, 9:30 a.m., Jefferson State CC
- Oklahoma! Auditions – August 25-Sept. 1
- Banner Consortia Kick-Off Event – Aug. 30-Sept. 1, Decatur
- Ambassador Application Deadline – Sept. 1
- Volleyball vs. Lawson State – Sept. 6, 6 p.m., SSCC (first home volleyball game)
- State Board Retreat (re: audit training) – Sept. 7-8, 1-5 p.m.
- State Board Work Session – Sept. 8, 10:30 a.m.

- Volleyball vs. Gadsden State – Sept. 13, 6 p.m., SSCC. Pep rally at 4:30 p.m. with hot dog cookout to follow. Alumni Association is promoting this as well and will help with the cookout.

Adjourned
3:45 p.m.

SACS Committees and Responsibilities

Committee Recommendations to Cabinet -- August 4, 2011

Academic Committee (Subcommittee 1) – Amy Langley

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.7.1 Program Length		Cherri Barnard, WFD Office
2.8 Full-time Faculty		Deborah Rhoden, Science Division Director
3.4.2 Continuing Ed / Service Programs		Dr. Sandy Roberts, CIS Faculty
3.4.5 Academic Policies	YES	Madonna Wigley, Science Faculty
3.5.1 College-Level Competencies		Libby Bates, PE Faculty
3.5.2 Institutional Credits for a Degree		
3.7.3 Faculty Development	YES	
4.2 Appropriate Program Curriculum		
4.4 Appropriate Program Length	YES	

Academic Committee (Subcommittee 2) – Alan Bates

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.7.2 Program Content		Kelly Snyder, OAD Faculty
2.7.4 Course work for Degrees		Johnny Brewer, Humanities Faculty
3.2.14 Policies on Intellectual Property Rights	YES	Greg Randall, Tech Division Director
3.4.1 Academic Program Approval	YES	
3.4.11 Academic Program Coordination		
3.5.3 Undergraduate Program Requirements	YES	
3.7.2 Faculty Evaluation		
3.7.5 Faculty Role in Governance		

Academic Committee (Subcommittee 3) – Blake Leeth

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.7.3 General Education	YES	Debbie Seabrook, Records Office
3.2.9 Faculty / Staff Appointment Policies		Rhea Armstrong, English Faculty
3.4.4 Acceptance of Academic Credit		Dr. Susie Humphries, Science Faculty
3.4.6 Practices for Awarding Credit	YES	LaRetha Childress, CIS Faculty
3.4.8 Noncredit to Credit Policy		
3.4.10 Responsibility for Curriculum		
3.7.1 Faculty Qualifications		
3.7.4 Academic Freedom		

Governance Committee – Rick Cartagena

SACS Standard	Recommended Membership
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2.3 Chief Executive Officer	Karen Watts, Child Development Faculty
3.2.1 CEO Evaluation / Selection	Nicole Camp, Nursing Faculty
3.2.2.1 Governing Board and Mission	
3.2.2.2 Governing Board and Fiscal Stability	
3.2.2.3 Governing Board and Institutional Policy	
3.2.2.4 Governing Board and Foundation Boards	
3.2.3 Governing Board Conflict of Interest	
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3.2.6 Governing Board / Administration Distinction	
3.2.7 Institutional Organizational Structure	
3.2.11 CEO Control of Intercollegiate Athletics	
3.2.12 CEO Control of Fund Raising Activities	

Finance Committee – Vann Scott

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.11.1 Financial Resources		Mark Richard, CFO
2.11.2 Physical Resources		Steve Williams, Director of O&M
3.2.13 CEO Control of Institution-Related Foundations		Amanda Childress, Financial Aid Office
3.10.1 Financial Stability		Dianne Alldredge, Cosmetology Faculty
3.10.2 Submission of Financial Statements		
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3.10.4 Control of Finances		
3.10.5 Control of Externally Funded Programs		
3.11.1 Control of Physical Resources		
3.11.2 Institutional Environment		
3.11.3 Physical Facilities	YES	
4.7 Compliance with Title IV Financial Aid		

Institutional Effectiveness Committee – Cheri Colvin

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.4 Institutional Mission		Dr. Jason Watts, Assoc. Dean / SACS Liaison
2.5 Institutional Effectiveness		Teresa Walker, Director of Community Education
3.1.1 Institutional Mission		Jessamine Huffman, Director of Testing
3.3.1.1 IE -- Student Learning Outcomes	YES	Marie Smith, Director of TRiO Programs
3.3.1.2 IE -- Administrative Support Services	YES	Jarrold Shields, Science Faculty
3.3.1.3 IE -- Educational Support Services	YES	Melissa Rice, Director of Grant Development
3.3.1.5 IE -- Community / Public Service	YES	
3.4.7 Consortial Relationships / Contractual Agreements		
4.1 Evaluation of Student Achievement		

Library Committee – Gary Bodine

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.9 Learning Resources and Services	YES	John Miller, Librarian
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3.8.1 Library Learning / Information Resources	YES	Dr. Mark Freshwater, Social Science Faculty
3.8.2 Instruction in Library Use	YES	Lorraine Hall, Nursing Faculty
3.8.3 Qualified Library Staff	YES	

Student Services Committee – Jason Cannon

SACS Standard	Covered in Distance Ed Policy?	Recommended Membership
2.10 Student Support Services	YES	Dr. Larry Miller, CAO
3.2.8 Qualified Administrative / Academic Officers		Shelley Smith, Director of Marketing & PR
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3.4.3 Publication of Admissions Policies	YES	Paige Trussell, TRiO
3.4.9 Academic Support Services	YES	Jarrold Plummer, Student Housing
3.9.1 Student Rights		Lindsey Beck, Recruiting
3.9.2 Student Records		Michelle Machen, Recruiting
3.9.3 Qualified Student Affairs Staff		

4.3 Publication of Policies	
4.5 Student Complaint Procedures	YES
4.6 Accuracy of Recruitment Materials	YES

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- Post ads or solicitations of business.
- Post chain letters or pyramid schemes.
- Impersonate another person.
- Allow any other person or entity to use your identification for posting or viewing comments.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
August 24, 2011**

Attendees

Dr. Jason Watts, Dr. Robert Exley, Ms. Shelley Smith, Ms. Teresa Walker, Dr. Larry Miller, Ms. Brittany Wilborn, Ms. Darylann Thomas, Ms. Melissa Rice, Ms. Tina Simons, Mr. Jason Cannon

Absent

Mr. Randy Maltbie, Mr. Mark Richard

Convened

1:30 p.m.

Old Business

1. Employee Evaluations
 - Cabinet members should move forward to complete evaluations and share the new evaluation instrument with supervisors in their area.
2. Banner Implementation
 - Due to the absence of Mr. Richard and Mr. Maltbie, very little information was shared about the Banner progress. There is a job posting to hire a permanent financial aid director. The new director will be responsible for the banner implementation for the Financial Aid Office, leaving Ms. Thomas free to handle day-to-day operations.
 - Dr. Exley tasked Ms. Wilborn and Mr. Cannon with developing a system for branding the new Banner system. He asked them to look into what other schools call their information systems and to involve students in the branding process.
3. Personnel Handbook
 - Deferred.

New Business

1. SSCC Planning Calendar
 - Dr. Watts reviewed the suggested calendar for strategic planning for the coming year. The Cabinet should have their reports to Dr. Exley by Oct. 3.
 - Dr. Watts reminded the Cabinet to “close the loop” on their strategic planning goals.
 - The College Leadership Team’s planning retreat is scheduled for Feb. 9-10.

- Other key dates on the calendar are environmental scanning on Nov. 18 and external scanning with the College Advisory Board on Jan. 20. The process needs to include more focus groups with students.
2. Status/Update on Financial Aid
 - Ms. Thomas discussed a status report on financial aid that she presented to the Cabinet. The report included an analysis of the student traffic through the office in August, funding awards, veterans' services and division of responsibilities among the staff.
 3. Open Discussion
 - Dr. Exley led discussion about fall enrollment and the availability of student loans. Dr. Exley also led discussion on ways to encourage students to take more credit hours instead of limiting themselves to the minimum.
 - Dr. Exley opened discussion about leadership using a comedic video that illustrated aspects of leadership.
 - Mr. Cannon shared his report on the summer graduate numbers. According to the report, 143 credentials were awarded with 103 Associate of Science degrees, 19 AAS degrees, eight certificates, and 13 short certificates being awarded this past summer.
 - Over 1,000 students attended College Day on campus Sept. 13. The Cabinet discussed possible changes to implement with recruiting students, and one suggestion was to develop financial aid information to hand out to students.

Upcoming Events

- Intramural Flag Football Sign-ups – Sept. 14-Sept.29, 8:00-10:00 am, SUB or Gym
- Boston Butt Sale (Alumni Association) – Sept. 14-Sept. 29, \$25.00
- GED Registration – Friday, Sept. 16, 8:00-10:00 am, McCain Student Success & Career Center
- Volleyball v Faulkner State – Friday, Sept. 16, 12:00 noon, Plunkett-Wallace Gymnasium
- Volleyball Tournament – Saturday, Sept. 17, Lawson State
- GED Testing – Monday, Sept. 19-Tuesday, Sept. 20, 5:00 pm, McCain Center
- SGA Elections – Monday, Sept. 19-Thursday, Sept. 22, SUB
- National Colloquium on Reimagining Community Colleges – September 22-23
- GED Registration – Friday, Sept. 23, 8:00-10:00 am, McCain Center
- GED Exam – Saturday, Sept. 24, 8:00 am, McCain Center
- LifeSouth Blood Drive – Tuesday, Sept. 27, 9:00 am until 4:00 pm, Front of gym
- PTK Induction – Tuesday, Sept. 27, 6:00 pm, McCain Center

- Fine Arts Concert (Lopez Tabor Duo) – Tuesday, Sept. 27, 7:00 pm, Bevill Center
- Volleyball v Southern Union – Wednesday, Sept. 28, 6:00 pm, Plunkett-Wallace Gymnasium
- Boston Butt Pick-up – Friday, Sept. 30, 3:00 until 6:00 pm, Gym parking lot

Adjourned

3:45 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
October 5, 2011**

Attendees

Dr. Jason Watts, Dr. Robert Exley, Ms. Shelley Smith, Mr. Mark Richard, Ms. Teresa Walker, Dr. Larry Miller, Ms. Darylann Thomas, Mr. Jason Cannon, Ms. Brittany Wilborn, Ms. Tina Simons

Absent

Mr. Randy Maltbie

Convened

1:35 p.m.

Old Business

1. Employee Evaluations
 - Cabinet members gave an update on the evaluations that were complete.
 - Dr. Exley reminded Cabinet members to complete the evaluations.
2. Banner Implementation Update
 - A lot of work is going on in each area. Mr. Maltbie is involved in technology training right now.
 - Ms. Wilborn will work with students to come up with a name for the student Banner system.
 - Student Services directors in the consortium are working on a customized online admission application for use when the Banner system is up and running.
3. Diversity Conference (Registration Deadline is Oct. 11)
 - The conference is Oct. 20 at Jeff State.
 - Dr. Exley will attend along with Mr. Cannon. The Cabinet discussed other employees who may attend.

New Business

1. Chancellor's Awards Luncheon
 - Cabinet members were asked if they would like to attend, and they need to check with other employees to see who wants to attend.

- The Awards Luncheon is Oct. 26 at 11:30 a.m. at the Alabama Activity Center in Montgomery.
 - Let Kelli Conley know by Thursday who will be attending.
2. Results of Student Survey on Satisfaction with Fall Enrollment
 - The Cabinet discussed the results and gave initial impressions. Topics included registration, advising and sharing information with students.
 3. Revision of SSCC Mission Statement
 - Dr. Watts updated the Cabinet on the committee's recommendation.
 - The Cabinet discussed suggestions and asked the committee to review and edit the statement more.
 4. Open Discussion
 - An offer was made to a candidate for the Human Resources Director position.
 - Dr. Exley reported on a meeting with the Chancellor regarding the Strategic Plan.
 - Dr. Miller announced his plans to retire effective Jan. 1, 2012. Mr. Cannon will assume the Student Services responsibilities. Dr. Watts will continue as SACS liaison and will assume the Chief Academic Office responsibilities. Annette Cederholm will step in as Director of Institutional Research. The position will be posted in the spring with a proposed hire date of July 1.
 - Rick Cartagena resigned as director of the Arab Center, and Dr. Exley is finalizing plans for his interim replacement.

Upcoming Events

- Alumni Association Dinner and a Show – Thursday, Oct. 6, 6:00 pm, Arab Center (\$15 admission)
- GED Exam – Friday, October 7, 8:00 am, Arab Center
- Cystic Fibrosis 5K Run-Fun Walk – Saturday, October 8, 8:00 am, Gymnasium
- Boaz Harvest Festival – Friday, October 7-Saturday, October 8, Downtown Boaz
- Presidents' Association Fall Meeting – Sunday, October 9-Tuesday, October 11, Huntsville
- Volleyball vs Wallace State – Tuesday, October 11, 6:00 pm, Plunkett-Wallace Gymnasium
- Mini II Classes Start – Thursday, October 13
- State Board Work Session – Thursday, October 13, Montgomery
- Last Day to Register for Mini II – Friday, October 14
- GED Registration – Friday, October 14, 8:00 am, Boaz Campus
- Snead State Classic Volleyball Tournament – Plunkett-Wallace Gymnasium
- The Exchange – Tuesday, October 18, 2:00 pm, Snead Cafeteria
- GED Exam – Monday, October 17, 5:00 pm, Boaz Campus
- GED Exam – Tuesday, October 18, 5:00 pm, Boaz Campus
- Volleyball vs Wallace-Selma – Tuesday, October 18, 7:00 pm, Plunkett-Wallace Gymnasium

Upcoming Deadlines

- Friday, Oct. 7 – FY 2013 College Budget Request (Financial Summary/Personnel)
- Friday, Oct. 7 – Needs Assessment Survey
- Friday, Oct. 14 – Inventory of Space by Category Parts 1A, 1B, and 1C and the Land Inventory

Adjourned

3 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
October 19, 2011**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Larry Miller, Ms. Shelley Smith, Ms. Teresa Walker, Dr. Jason Watts, Ms. Annette Cederholm, Mr. Mark Richard

Absent

Mr. Randy Maltbie

Convened

2 p.m.

Old Business

1. Banner Implementation Update
 - Mr. Maltbie is in training all week.
 - Mr. Richard reminded the Cabinet to encourage employees to be patient with the IT Department. A bulk of the work and training lies with IT right now.
 - Mr. Maltbie is looking to hire someone temporarily to assist in IT while the employees are training for the Banner implementation.

New Business

1. Copyright and Intellectual Property Rights Implications
 - Dr. Watts addressed copyright issues with content posted by instructors on the video server. The Cabinet discussed what content would fall under the open source policy. Dr. Watts will discuss this with Mr. Maltbie and John Miller for guidance on how to proceed with addressing this issue.
2. Cosmetology Program
 - Dr. Watts addressed the Federal Department of Education ruling that Cosmetology was considered a clock hour program. The ruling could have implications on the Financial Aid office with additional paperwork and tracking required.
 - Mr. Cannon said more research needed to be done to determine exactly what the implications are.
3. Financial Aid Director Position

- The committee will meet Friday to interview the qualified applicants.
- Twenty applications were received for the position. Six met the minimum qualifications. The final three will be interviewed by Dr. Exley on Monday.
- There was one internal applicant. The applicants had a mixture of experiences.

4. Open Discussion

- Ms. Smith reported that the College received three Medallion Awards at the NCMPR District 2 Conference in Atlanta. The College received a bronze and a silver award in the photography category and a bronze in the Media Success Story category for the College Completion Campaign.
- The College will host a special ceremony honoring the memory of Senator Aubrey Carr. His widow, Mary Helen Carr, will be present to present some of the Senator's papers as a donation to the college. The event will be Monday at 2 p.m. in the McCain Center.
- Dr. Exley reported on the volleyball sophomore night activities.
- Spring registration will open on Nov. 14. The Cabinet briefly discussed publicizing registration.
- Dr. Exley updated the Cabinet on the progress of updating the personnel handbook.
- The new Human Resources Director will begin Nov. 1.

Upcoming Events

- Wallace State Classic (Volleyball) – Friday, October 21-Saturday, October 22, Hanceville
- GED Registration – Friday, October 21, 8:00 am, Boaz Campus
- GED Exam – Saturday, November 1, 8:00 am, Boaz Campus
- ACT Testing – Saturday, October 22, 8:00 am, Beville Center Auditorium
- Tennis vs Stillman College – Tuesday, October 25, 2:00 pm
- Tennis vs Meridian College – Thursday, October 28, 11:00 am
- GED Registration – Tuesday, November 1, 8:00 a.m., Arab Center
- Women's Basketball vs Metro Atlanta – Tuesday, November 1, 5:30 pm
- Men's Basketball vs Metro Atlanta – Tuesday, November 1, 7:30 pm

Upcoming Deadlines

- Wednesday, October 26 – Equity in Athletics Disclosure Survey

Adjourned

2:35 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
November 2, 2011**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Larry Miller, Ms. Shelley Smith, Ms. Annette Cederholm, Mr. Mark Richard, Mr. Randy Maltbie, Ms. Brittany Wilborn, Ms. Darylann Thomas, Ms. Tina Simons, Dr. Sandra Roberts, Ms. Teresa Walker, Dr. Jason Watts

Convened

2 p.m.

Old Business

1. Performance Reviews Follow Up
 - Mr. Richard and Human Resources Director Arlene Brown are discussing options for professional development for supervisors in regard to properly completing performance evaluations.
 - Supervisors need to complete performance evaluations.
2. SPOL Unit Objectives Review
 - Mr. Richard reviewed the objects for the areas he supervises. The Cabinet briefly discussed them.
3. Copyright and Intellectual Property Rights Implications Update
 - Deferred.
4. Cosmetology Program Update
 - Dr. Watts discussed a Postsecondary ruling classifying Cosmetology as a clock hour program due to its licensure law requirements. This is significant for Title IV purposes. He will keep the Cabinet posted.
5. Financial Aid Director Position Update
 - Steve Smith will start in the new position on Nov. 28.
6. Update on SACS
 - Employees attending the December Conference include Dr. Exley, Dr. Watts, Dr. Cederholm, Alan Bates, Dr. Amy Langley, Jason Cannon, and Meredith Jackson.
 - The IE Committee has been hard at work.

- The Substantive Change for Arab High School was approved. Two dates for a site visit have been proposed to the school to settle on one. The memorandum of understanding for dual enrollment will be updated at that time.
7. Update on Banner Implementation
 - There's a lot of work still to do, but the project is going well. IT is logging many hours in preparation and training.
 8. Update on Administration Building Renovation
 - Representatives with Krebs provided an update. They discussed the extensive termite damage and the renovation work to Fielder Auditorium.
 - Steel is expected to be delivered on Nov. 11.
 - The project is on schedule and on budget.

New Business

1. Open Discussion
 - Ms. Wilborn updated everyone on SSCC@SSCC. A welcome desk was installed. Dustin Smith, Ms. Wilborn, and Mr. Cannon will attend a First Year Student Success seminar in Cincinnati.
 - Final changes are being made today to the Spring Schedule, and it will be posted by the end of the day tomorrow.

Upcoming Events

- Major Donor Appreciation Dinner – Thursday, Nov. 3
- State Volleyball Tournament at Gadsden State – Nov. 5 and 6
- Tennis vs. Meridian College – 2 p.m., Nov. 3
- Basketball vs. LBW – Friday, Nov. 4, women at 3 p.m., men at 5 p.m.
- Washington Institute in Washington, D.C. – Sunday-Tuesday, Nov. 6-8 – Dr. Exley and Dr. Watts are attending.
- AIDT Customer Services and Facilitation Skills Training at Marshall County Tech School – Tuesday, Nov. 8
- Federal Webinar Update regarding “gainful employment” and “contact hour programs of study” – Wednesday, Nov. 9
- Veterans Day Holiday Friday, Nov. 11
- Online Registration for Spring Term Opens – Monday, Nov. 14
- Basketball vs. Chattanooga State – Tuesday, Nov. 15, women at 5 p.m. and men at 7 p.m.
- Oklahoma! – Thursday-Sunday, Nov. 17-20, Bevill Center, 7 p.m. on Thursday-Saturday and 2 p.m. on Sunday.

Upcoming Deadlines

- Thursday, Nov. 17 – Inventory of Space by Category & Land Inventory to DPE
- Friday, Nov. 18 – Enrollment Management Plan with Baseline Data

Adjourned

3 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
November 16, 2011**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Larry Miller, Ms. Shelley Smith, Ms. Annette Cederholm, Mr. Mark Richard

Absent

Mr. Randy Maltbie, Ms. Teresa Walker, Dr. Jason Watts

Convened

2 p.m.

Old Business

1. Performance Reviews Follow Up
 - Mr. Richard and Human Resources Director Arlene Brown are discussing options for professional development for supervisors in regard to properly completing performance evaluations.
 - Supervisors need to complete performance evaluations.
2. SPOL Unit Objectives Review
 - Deferred.
3. Update on Administration Building Renovation
 - Employees will have an opportunity to tour the Administration Building on Monday, Nov. 21, at 3:30 p.m.
 - Decisions will need to be determined soon regarding colors and re-mortaring the building.

New Business

1. Recommendation by Academic Committee – COS Long Certificate
 - The Committee recommends discontinuing the long certificate for cosmetology because of the recent Postsecondary ruling that such a program is classified as a clock hour program and very few students complete the program.
 - The Cabinet approved the recommendation.

2. Recommendation by SACS Steering Committee – Compliance Assist Software
 - Bids were submitted and reviewed by the Steering Committee. The committee recommends the purchase of the Compliance Assist Software.
 - The Cabinet approved the recommendation.
3. Professional Development Days
 - Dr. Miller will send out the schedule for the Professional Development Days on Nov. 21-22.
4. Open Discussion
 - Mr. Cannon reported that the Mission Statement Committee met to discuss the revision. Dr. Watts is the chair of the committee and will give a report at the next meeting.
 - Dr. Exley reviewed a list of expectations for Cabinet members. The Cabinet discussed briefly, but the list will be reviewed again when other Cabinet members are present.

Upcoming Events

- Oklahoma! – Thursday-Sunday, Nov. 17-20, Bevill Center, 7 p.m. on Thursday-Saturday and 2 p.m. on Sunday.
- Alumni Night at the Theatre Reception – Thursday, Nov. 17, 6:15-6:45 p.m., Bevill Center, first floor.
- Retiree Breakfast – Friday, Nov. 18, 8:30 a.m., Snead Cafeteria
- Basketball vs. Chattahoochee Valley - Saturday, Nov. 19, 1 p.m. for women and 3 p.m. for men.
- Professional Development – Monday, Nov. 21, and Tuesday, Nov. 22
- Men’s Basketball vs. Sound Doctrine – Saturday, Nov. 26, 2 p.m.
- Jazz Combo and Choir Performance – Friday, Dec. 2, 10 a.m., Merrill Gardens
- Basketball vs. Enterprise State – Saturday, Dec. 3, 2 p.m. women, 4 p.m. men.
- SACSCOC Annual Meeting – Dec. 3-6, Orlando, Fla.
- Community Wind Band Concert – Sunday, Dec. 4, 3 p.m., Bevill Center Concert Hall
- Women’s Basketball vs. Georgia Northwestern – Monday, Dec. 5, 5:30 p.m.

Upcoming Deadlines

- Thursday, Nov. 17 – Inventory of Space by Category & Land Inventory to DPE
- Friday, Nov. 18 – Financial Statements due to DPE
- Friday, Nov. 18 – Scholarship Report due to DPE

Adjourned

3 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
December 7, 2011**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Larry Miller, Ms. Shelley Smith, Dr. Sandra Roberts, Dr. Jason Watts, Steve Smith, Ms. Tina Simons, Ms. Brittany Wilborn, Ms. Melissa Rice, Mr. Randy Maltbie, Ms. Teresa Walker

Absent

Ms. Annette Cederholm, Mr. Mark Richard

Convened

1:30 p.m.

Old Business

1. Performance Reviews Follow Up
 - Mr. Richard and Human Resources Director Arlene Brown are discussing options for professional development for supervisors in regard to properly completing performance evaluations.
 - Supervisors need to complete performance evaluations.
2. SPOL Unit Objectives Review
 - Deferred.
3. Update on Administration Building Renovation
 - Dr. Exley said a meeting was held earlier in the day to determine colors for the Administration Building. The color scheme will be similar to Norton.
 - Discussion needs to be held to decide what classes will occupy the classrooms in the Administration Building, and there are a few offices that have not been assigned.
4. Revision of College Mission Statement
 - Dr. Watts led discussion on the suggested revision of the Mission Statement.
 - The Cabinet suggested additional revisions and approved the Mission Statement with those revisions. The revision is included in the minutes for the record.
5. Expectations for Cabinet Members
 - Cabinet members are to send the President's expectations to Dr. Exley in writing.

New Business

1. Naming of Banner System
 - Ms. Wilborn and Mr. Cannon discussed the suggestions made by the student focus group.
 - The Cabinet opted for Ms. Wilborn and Mr. Cannon to further research and poll students for more options for the name.
2. Grant approval
 - Ms. Walker provided information about a Welding Technology grant for training that will be held at the Marshall Technical School as non-credit.
 - The Cabinet agreed for Ms. Walker to move forward with the grant application.
3. Advisory Board orientation
 - The new board orientation will be Wednesday, Dec. 14. The Cabinet is welcome to come at the beginning at 10 a.m. for introductions.
 - Ms. Smith and Dr. Exley discussed the basis for the presentation for the Advisory Board.
 - Dr. Exley will send a list of the new Advisory Board members to the Cabinet.
4. Open Discussion
 - Dr. Watts reviewed the proposed revision of the Grade Appeal Policy. The Cabinet made suggestions and approved the new policy pending changes. The policy is included in the minutes.
 - Dr. Watts provided an overview of the recent SACS Conference.

Upcoming Events

- Last Class Day for Fall Mini II – Wednesday, Dec. 7
- Where are you wearing? sponsored by PTK – Wednesday, Dec. 7, 10:30 am, SUB
- Final Exams for Fall Mini II – Thursday, Dec. 8
- Last Class Day for Fall Full Term – Friday, Dec. 9
- GED Exam – Friday, Dec. 9, 8:00 am, Arab Center
- ACT Test – Saturday, Dec. 10, 8:00 am, Bevill Center Auditorium
- Final Exams for Fall Full Term – Monday, Dec. 12 – Friday, Dec. 16
- Workshop for SSCC Reaffirmation IE Committee – Thursday, Dec. 15 – Friday, Dec. 16
- GED Registration – Friday, Dec. 16, 8:00 am, McCain Student Success & Career Center
- Dormitory Closes – Saturday, Dec. 17
- GED Exam – Saturday, Dec. 17, 8:00 am, McCain Student Success & Career Center

Upcoming Deadlines

- Thursday, December 15 – Gifts and Bequests Report to DPE
- Wednesday, December 21 – Quarterly Active Projects Report to DPE

Adjourned
3:30 p.m.

Proposed Mission Revision Adopted by Cabinet 12/7/11

“Snead State Community College, a member of the Alabama Community College System, is dedicated to excellence in meeting the educational needs of those we serve through the completion of degree and certificate programs, workforce development, and community engagement.”

Grade Appeal Process Revision 12/7/11

Approved by the Cabinet December 7, 2011

Students may contest a grade for up to 30 days from the last day of the term in which the course was taken. For the purposes of this policy, the “last day of the semester” is the last day on which final exams are scheduled for the Fall, Spring, or Summer term in which the course was taken. Mini-term classes are treated as full-term classes for the purpose of this policy.

Students who believe their grade is incorrect may ask the instructor to recalculate their grade. If the given grade is found to be in error, the instructor will submit a change-of-grade form. Situations where the grade was calculated wrong are *not* technically appeals.

If a student believes a grade to be unfair, the student should first contact the instructor and share that concern. If the student is not satisfied with the instructor’s response, the student may bring the matter to the Division Director for that division. If the student is not satisfied after discussing the matter with the Division Director, the student may file a formal grade appeal, but the appeal must be filed prior to the midpoint of the next semester, including summer. The appeal will be heard by the Grade Appeal Committee during the semester when the appeal is filed.

The only grounds for appeal are:

- The student’s grade is based on factors other than performance in the course and/or adherence to course requirements.
- The instructor placed more demanding standards on one student than others in the same section of the course.

A Grade Appeal Committee will be appointed to hear grade appeals on an as-needed basis.

The committee:

- Three full-time faculty members – One from the General Studies (transfer) program, one from a Career/Technical Program, and a third instructor preferably from the academic discipline involved in the appeal (if possible).
- One representative from Student Services
- One student representative chosen from the Student Government Association

The formal grade appeals process is as follows:

- The student submits the grade appeal form and includes a written description of the grounds for the appeal, which must be based on the criteria above.
- The instructor may submit a written response to the student's claims.
- The burden of proof lies with the student.
- A majority vote of the committee will determine whether the assigned grade should stand or should be changed.
- In the event that the committee decision is that the grade should be changed, the instructor will be notified of the decision and the committee will work with the instructor to determine the student's new grade.
- The committee's findings will be filed in the office of the Chief Academic Officer.
- The decision of the committee shall be final.