



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
January 3, 2012**

Attendees

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

Absent

Mr. Randy Maltbie

Convened

2:05 p.m.

Old Business

1. Performance Reviews Follow Up
 - The deadline to complete evaluations is Jan. 31.
 - Dr. Exley opened discussion of the new evaluation instrument.
 - Dr. Watts mentioned that the SACs standard regarding the evaluation of adjunct instructors and part-time employees had changed. Dr. Exley asked Dr. Watts to review the new standard, and Dr. Exley and Mr. Richard will review the State Board of Education policy to determine what the College needs to do to be in compliance with both.
2. SPOL Unit Objectives Review
 - Deferred.
3. Update on Administration Building Renovation
 - Mr. Richard reported on the construction meeting held today.
 - The project is making good progress and is on schedule for completion this summer.
 - Heavy rains around Thanksgiving showed problems with water accumulating in the basement. A special consultant reviewed the problem. Krebs is reviewing the evaluation report to come up with a plan to address the problem.
 - Dr. Exley asked the Cabinet to begin thinking about a services plan to make use of the space available once the Administration Building is complete. There is still office space available in the building, and with the relocation of offices to the completed Administration Building, space will become available in the McCain Student Success and Career Center and the Science Building.

- Ms. Smith will work on a press release updating the community on the Administration Building project progress. Dr. Exley will check on getting electronic files of the renderings to send with the release.
4. Expectations for Cabinet Members
 - Cabinet members are to send the President's expectations to Dr. Exley ASAP.
 5. Naming of Banner System
 - No further progress has been made on this objective.

New Business

1. Grant approval
 - a. NSF Grant: Transforming Undergraduate Education in Science, Technology, Engineering and Mathematics (TUES)
 - This grant will be used to establish a virtual lab for Biology 103 and 104. No match is required. The maximum amount that can be asked for is \$200,000.
 - The Cabinet agreed to move forward with this grant application.
 - b. Upward Bound
 - The deadline is Jan. 30. There were no funding cuts for this year. The grant reimburses the College with the administration of the grant.
 - The Cabinet agreed to move forward with this grant application.
2. Form I-9 and E-Verify Policy
 - Mr. Cannon made a motion, and Dr. Watts second the motion to approve the Form I-9 and the E-Verify Policy. The Cabinet passed the motion unanimously.
3. Institutional Effectiveness Workshop
 - The Cabinet discussed who to send to the workshop, and because of the nature of the workshop and in light of recent training taking by committee members, it was determined that Dr. Cederholm, Mr. Cannon and Dr. Watts would attend.
 - Dr. Watts reported on the meeting with the IE consultant who visited the campus in December.
4. SACS QEP Topics
 - Dr. Cederholm led discussion on identifying the QEP topics to address over a 15-year period. The top 3 identified through committees, surveys and focus groups with employees and students were the Banner System Implementation, Library Services, and Student Services with an emphasis on Academic and Career Advising.
 - Dr. Cederholm suggested actually choosing a separate QEP topic to address for the first five-year period so that it aligns with the College's Strategic Planning objectives. Her suggestion was to choose Tutoring as the topic with how it applies to the Student Success and Career Center.

- Dr. Exley led the Cabinet to discuss further QEP topic possibilities to determine the best choice for the College's focus and attention over the five to 15 year period.
 - After the discussion, it was tabled until the next meeting so that the extended Cabinet could further address other possibilities.
5. Open Discussion
- Because of scheduling conflicts, the Cabinet decided to reschedule the Strategic Planning Retreat from Feb. 9-10 for two other days in February. Cabinet members were to submit to Dr. Exley and Dr. Cederholm any dates that would be a conflict for scheduling the retreat.

Upcoming Events

- Thursday, January 5 – Dormitory Opens
- Thursday, Jan. 5-Sunday, Jan. 8 – Auditions for “Charley’s Aunt”, Bevill Ctr Concert Hall
- Sunday, Jan. 8 – Basketball vs Wallace-Hanceville, 1:00/3:00, Hanceville
- Monday, Jan. 9 – Classes Begin
- Tuesday, Jan. 10 – Late Registration Fee Begins
- Thursday, Jan. 12 – Last Day to Register or Add a Class
- Monday, Jan. 16 – College Closed (Martin Luther King/Robert E Lee Holiday)
- Monday, Jan. 16-Saturday, Jan. 21 – Marshall County Basketball Tournament, SSCC Gym
- Tuesday, Jan. 17 – Faculty Duty Day (no classes)
- Wednesday, Jan. 18 – Snead State Transfer Fair, 9:00 am until 11:30 am, SUB

Adjourned
3:45 p.m.



SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
December 5, 2012

Attendees

Mr. Randy Maltbie, Dr. Robert Exley, Ms. Tina Simons, Ms. Brittany Goble, Ms. Melissa Rice, Mr. Mark Richard, Ms. Arlene Brown, Dr. Jason Watts, Dr. Annette Cederholm, Ms. Shelley Smith

Absent

Ms. Teresa Walker, Mr. Jason Cannon

Convened

1:30 p.m.

Old Business

1. Tobacco Free Campus
 - The Cabinet discussed the language for the policy and adding the policy to the Student Handbook and the Catalog.
 - Discussion was held on ways to communicate the new policy with students.
 - Mr. Richard will take care of ordering the tobacco-free campus signage. Ms. Smith will forward the design for the signs to the Cabinet.
 - Discussion was held on the enforcement of the new policy.

2. Update on Personnel Action Form
 - Ms. Brown reviewed the changes to the form and asked for Cabinet approval. The changes were in line with the information needed to input personnel actions using the new Banner system. She noted that she still needed to add a section to identify a Tier 1 (first day of employment prior to Jan. 1, 2013) or Tier 2 (first day of employment after Jan. 1, 2013).
 - The Cabinet approved the form with the addition. Mr. Maltbie will put the updated form on the intranet.

New Business

1. Welding Grant
 - Ms. Walker will preparing an application requesting additional funds for more welding units to use in the non-credit program at Marshall Technical School.
 - The Cabinet discussed the need for a memorandum of understanding detailing the use/repair of equipment for the program.

2. Open Discussion
 - Ms. Smith provided information on the Donor Appreciation Dinner on Dec. 6.
 - The Cabinet was encouraged to attend the Messiah Concert presented by the Community Choir on Dec. 6.

- During the next Exchange on Dec. 12, the Cabinet will host a holiday reception for employees and recognize the Chancellor's Awards nominees and winner.
- Mr. Cannon announced that Steve Smith resigned his position as Director of Financial Aid.
- Dr. Exley updated the Cabinet on the progress of the Case for Support surveys sent by Cargill and Associates to determine the scope of a potential capital campaign.

Upcoming Events

Dec. 5 – Basketball vs. Cleveland State, 6:00(W)/8:00(M) EST, Chattanooga

Dec. 6 – Last Day of Class, Mini II

Music Department Christmas Concert, 10:15 am, Fielder Auditorium

Donor Dinner, 6:00 pm, Commons Area

SSCC Community Choir presents Handel's Messiah, 7:00 pm, Fielder Auditorium

Dec. 7 – Last Day of Class

GED Exam, Arab Instructional Site

Dec. 8-11 – SACSCOC Annual Meeting, Dallas, TX

Dec. 8 – Basketball vs. Alabama Southern, 2:00(W)/4:00(M), Monroeville

Dec. 10-14 – Final Examinations

Dec. 12 – The Exchange, 2:00 pm, TBA

Dec. 13 – GED Registration, Boaz

Dec. 14 – GED Exam, Boaz

Dec. 15 – Basketball vs. Lurleen B Wallace, 3:00(W)/5:00(M), Andalusia

Dec. 17 – Dormitory Closes

Dec. 24-Jan. 1 – Christmas Holiday (Campus Closed)

Dec. 2 – Campus Re-opens/Dormitory Opens

Dec. 3-4 – Spring Registration

Dec. 7 – Spring Classes Begin

Dec. 10 – Last Day to Register or Add a Class

Personnel Action Form (New Hire/Rehire/Status Change/Transfer)

EMPLOYEE INFORMATION			
Employee Name: (Last, First, Middle Initial)		Banner ID/Social Security #:	
Address:			
Contact Number: _____	Date of Birth: _____	Email: _____	
PROPOSED ACTION			
<input type="checkbox"/> New Hire	<input type="checkbox"/> Rehire	<input type="checkbox"/> Pay Rate Change	<input type="checkbox"/> Org/Account Distribution Change
<input type="checkbox"/> New Position within current department	<input type="checkbox"/> New Position outside current department	<input type="checkbox"/> Temporary Appointment	<input type="checkbox"/> Other: _____
POSITION INFORMATION			
___ Administrative Staff	___ Support Staff	___ Faculty	___ Institutional Work Study (Student Assistant)
___ Part-Time Salary	___ Adjunct	___ Dual Enrollment	___ Other: _____
Position Title:		Effective Date(s):	
<u>Full Time:</u>	<u>Part Time:</u>		
Salary Schedule: <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> H	Hourly:		
Grade/Rank: _____ Step: _____	\$ _____ X _____ hours per week max		
Salary: \$ _____	Salary: _____		
	\$ _____ to be paid over _____ months		
ACCOUNT INFORMATION			
Department/Division: _____			
Account Distribution/Allocation (percent allocation(s) must equal 100%)			
FUND: _____	ORG: _____	ACCT: _____	PROG: _____ %
FUND: _____	ORG: _____	ACCT: _____	PROG: _____ %
FUND: _____	ORG: _____	ACCT: _____	PROG: _____ %
Comments:			
Approvals:			
Requestor: _____	Date: _____		
Executive Team: _____	Date: _____		
Business Office: _____	Date: _____		
President: _____	Date: _____		
For HR/Payroll Use:		HR Initials/Date: _____	
Position #: _____	Banner Position Title: _____	Banner ID: _____	
Retirement: Yes No Tier 1 Tier 2	PPAIDEN _____	PEAEMPL _____	NBAJOBS _____ PDAEDN _____



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
November 6, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Jason Watts, Ms. Teresa Walker, Mr. Steve Smith, Ms. Brittany Goble, Mr. Randy Maltbie, Ms. Melissa Rice, Mr. Mark Richard, Ms. Tina Simons

Absent

Ms. Shelley Smith, Dr. Annette Cederholm

Convened

2:30 p.m.

Old Business

1. Non-Smoking Campus
 - Members of SSCC SGA presented information to support the Tobacco Free Policy. They presented a signed petition but wanted to continue to gather signatures.
 - Cabinet discussed policy, rules, fines, etc.
 - Ms Goble will prepare a proposed policy for the Cabinet to review.
 - Cabinet will continue to discuss the enforcement of the policy.
 - Mr. Richard will arrange for signage.
 - Ms. Smith will prepare an information/education campaign once the policy is finalized.

New Business

1. New Personnel Action Form
 - Ms. Simons presented the proposed new form.
 - Ms. Arlene Brown will send in an email with memo explaining the new process. If an old form is presented it will be returned with a copy of the new form to be completed before processing.
 - Ms. Brown to research the required signature process to determine if Dr. Exley can delegate signatures for non-full time employees.
 - Randy will place on the intranet and soon it will be online in Banner.

2. SPOL

- Dr. Watts stated that if your SPOL is complete for 2011-12 then you should Approve for final processing.
- The IE Committee plans to have 2011-12 complete by Christmas break with the goal to run reports.
- Dr. Cederholm will be available Nov. 19 and 20 in the lab to assist anyone that needs her help.

3. Events

- Ms. Smith should be notified of any events that are scheduled on campus.

4. November 19 and 20

- Members of the Cabinet should coordinate any needed professional development for their staff during Thanksgiving break or use the time for needed catch up work.

Upcoming Events

Nov. 6 – GED Registration, Arab Instructional Site

Basketball vs Chattanooga State, 5:00(W)/7:00(M) pm, Boaz

“Keep It Loud” Concert, 7:00 pm, Bevill Center

Nov. 7 – Degree Workshop, 1:00 pm, Science Building Auditorium

Lady Parsons vs Shorter College, 6:00 EST, Rome, GA

Nov. 8 – State Board Joint Meeting with K-12/State Board December Work Session

Nov. 9 – GED Exam, Arab Center

Nov. 10 – Basketball vs Chattahoochee Valley, 3:00(W)/5:00(M) EST, Phenix City

Nov. 12 – Veterans Day Holiday (College Closed)

Basketball vs Motlow, 5:30(W)/7:30(M), Boaz

Nov. 13 – Advisement/Online Registration Opens for Spring Semester

Nov. 14-26 – Dr. Exley on vacation

Nov. 15 – Basketball vs Lurleen B Wallace, 5:00(W)/7:00(M), Boaz

GED Registration, McCain Student Success and Career Center

Jack Kent Cooke Foundation Transfer Scholarship Deadline

Alumni Night at the Theatre, 6:00 pm, Bevill Center Kitchen

Guys and Dolls, 7:00 pm, Bevill Center

Nov. 16 – GED Exam, Boaz Campus

Guys and Dolls, 7:00 pm, Bevill Center

Nov. 17 – Basketball vs West GA Tech, 5:00(W)/7:00(M), Boaz

Guys and Dolls, 7:00 pm, Bevill Center

Nov. 18 – Guys and Dolls, 2:00 pm, Bevill Center

Chancellor’s Awards Recognition Program, 4:00 pm, Sheraton Birmingham

Nov. 18-20 – ACCA Conference, Birmingham

Nov. 19-20 – Professional Development (No classes)

Nov. 20 – Basketball vs Alabama Southern, 5:00(W)/7:00(M), Boaz

Nov. 21-23 – Thanksgiving Holidays (College Closed)
Nov. 26 – Community Wind Band Rehearsal, 6:30-8:00 pm, Bevill Center
Nov. 27 – Basketball vs Cleveland State, 5:00(W)/7:00(M), Boaz
Nov. 28 – American Red Cross Blood Drive, 8:30am-1:30pm, Gym Lobby
Nov. 30 – Last Day to Withdraw from Full Fall or Mini II
Dec. 3 – Lady Parsons vs Georgia NW, 5:00 pm, Boaz
 Jazz Band performance at Merrill Gardens, 3:00 pm
Dec. 4 – GED Registration, Arab Center
Dec. 5 – Basketball vs Cleveland State, 6:00(W)/8:00(M) EST, Chattanooga

Adjourned
3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
October 17, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Annette Cederholm, Ms. Teresa Walker, Ms. Shelley Smith

Absent

Dr. Jason Watts, Mr. Randy Maltbie, Mr. Mark Richard

Convened

2 p.m.

Old Business

1. Mandatory Employee Training Implementation (harassment and computer usage)
 - Dr. Exley asked the Cabinet to make sure their employees complete the training by Nov. 20.
2. ACCA Conference
 - Nov. 18-20 in Birmingham
 - The Cabinet discussed employees who would be attending or may want to attend, so the College could take advantage of the early bird registration deadline of Oct. 31.
 - The Cabinet discussed what professional development opportunities should be offered on campus during this time for those who do not attend the ACCA Conference.
3. Non-Smoking Campus
 - Dr. Exley reviewed signs sent to him by Mr. Richard, and they are ready to go.
 - Dr. Exley has not received a written endorsement from faculty in support of a non-smoking campus. Dr. Cederholm will follow up with Grover Kitchens regarding the endorsement's status.
 - Mr. Cannon reported on research he'd done on other colleges that have implemented non-smoking and/or non-tobacco campus policies.
 - The Cabinet will review the research compiled by Mr. Cannon and discussion will be held later to formalize the College's policy.

- Ms. Smith will be thinking of an information/education campaign once the policy is in place.

New Business

1. Open Discussion

- Discussion was held about policies regarding posting posters/flyers on campus.
- Discussion was held about monitoring use of e-mail blasts using the all student e-mail.
- Ms. Smith will e-mail the tentative outline for the State of the College report to the Cabinet for review prior to the Cabinet Retreat on Oct. 26.
- Dr. Exley led discussion about the possibility of legislation regarding the governance of the two-year college system.
- The Cabinet discussed employee evaluations and the process for completing the evaluations and reviewing those with employees.
- Ms. Walker provided an update on progress at the Arab Instructional Site. One need at the site is to improve Wi-Fi connectivity.

Upcoming Events

- Oct. 17 – SSCC Volleyball vs Southern Union (Senior Night), 5:00 pm, Boaz
SSCC Tennis vs Meridian Community College, 1:00 pm, Boaz
- Oct. 18 – Diversity Conference, 9:30-4:30, Renaissance Montgomery
GED Registration, McCain SSCC
- Oct. 19 – Women’s Basketball, Shelton State Jamboree Scrimmage, Tuscaloosa
- Oct. 19-20 – Volleyball, Wallace State Classic, Hanceville
- Oct. 20 – Softball, AUM/Faulkner University Tournament, Montgomery
SSCC Dance Team Hip Hop Workshop, 10:00-3:30, Plunkett/Wallace Gymnasium
- Oct. 21 – Baseball vs Martin Methodist, 1:00 pm, Pulaski, TN
- Oct. 22 – GED Exam, 5:00 pm, Boaz
- Oct. 23 – GED Exam, 5:00 pm, Boaz
- Oct. 25 – GED Registration, McCain SSCC
Halloween HOOPla (Basketball), 6:00 pm, Plunkett/Wallace Gymnasium
Halloween Dance, 8:00-11:30 pm, SUB
- Oct. 26 – GED Exam, 8:00 am, Boaz
Cabinet Retreat, 8:30-4:30, Perry House Bed & Breakfast
- Oct. 27 – Softball vs Mississippi College, TBA, Clinton, MS
Baseball vs Montevallo, TBA, Montevallo
Men’s Basketball, Gerald Snider Jamboree, Florence, AL
PBL Ultimate Frisbee Tournament
- Oct. 29 – Women’s Basketball vs Talladega College, 5:30 pm, Talladega
Community Wind Band Rehearsal, 6:30-8:00 pm, Maze Music Building
- Oct. 30 – Volleyball vs Gadsden State, 6:00 pm, Gadsden
The Exchange, 2:00 pm, Cyber Library
- Oct. 31 – LifeSouth Blood Drive, 9:00-3:00, front of gym
Cabinet Luncheon sponsored by the Alumni Association, 11:30 am, Alumni House
- Nov. 1 – GED Registration, McCain SSCC

- Nov. 2 – GED Exam, 8:00 am, Boaz
Men's Basketball vs Brevard, 3:00 pm, Niceville, FL
Women's Basketball vs NW Florida State, 5:00 pm, Niceville, FL
- Nov. 3 – Softball Tournament, Boaz
Women's Basketball vs Pensacola State, 1:00 pm, Niceville, FL
Men's Basketball vs NW Florida State, 7:00 pm, Niceville, FL
- Nov. 5 – Community Wind Band Rehearsal, 6:30-8:00 pm, Maze Music Building
- Nov. 6 – GED Registration, Arab Instructional Site
Basketball vs Chattanooga State, 5:00(W)/7:00(M), Boaz

Adjourned

4 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
October 4, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Jason Watts, Dr. Annette Cederholm, Ms. Teresa Walker, Mr. Randy Maltbie, Ms. Shelley Smith, Mr. Mark Richard, Tina Simons, Steve Smith

Absent

Brittany Wilborn, Melissa Rice

Convened

8:15 a.m.

Old Business

1. SPOL Unit Objectives Review
 - Each Cabinet member needs to work diligently to complete their SPOL planning objectives for the 2012-2013 planning year and close out the 2011-2012 planning year.
2. Expectations for Cabinet Members
 - Deferred.
3. SACS Reaffirmation Update
 - Dr. Watts reviewed the standards that are complete or nearly complete, the standards that are under review, and those that were sent back for revisions.
 - One issue that was discovered was the dissemination of the Intellectual Property Rights policy to students. When the policy was revised to include students, it was only published in the employee handbook. It was not included in the revised catalog.
 - The IE Committee is working on some compliance issues that have been detected while Dr. Watts and Dr. Cederholm are handling the bulk of the writing.
 - Dr. Exley mentioned that each committee needs to make sure to include current evidence to support the standards.
4. Banner Update
 - Dr. Exley offered congratulations to the Banner Team for their hard work in getting the Banner modules up and running.

- The finance module has been implemented, and training for requisition submission is being held today and Friday. The process is different from before, so any employee who may submit and/or approve requisitions should attend.
 - The human resources and payroll modules still have to be implemented, and other pieces will be included later.
5. Implementation of FISH Groups
 - Dr. Exley proposed a change in implementing the FISH groups that met with the approval of the Cabinet. Sessions reviewing each of the four options available through FISH will be scheduled, and supervisors will be required to attend. Other employees may attend any or all sessions as they choose to.
 6. Evaluations
 - Employee evaluations are due Nov. 30.
 7. Mandatory Employee Training Implementation (harassment and computer usage)
 - Mr. Richard will send an e-mail to all employees with instructions on completing the mandatory employee training. Employees will then complete the form and return it to their supervisors by Nov. 20. The form will be included with the evaluations.

New Business

1. Non-Smoking Campus
 - Dr. Exley read an e-mail from a faculty member requesting something be done about smokers congregating at the doors leading to buildings and in common gathering areas of faculty and students.
 - The Cabinet agreed to proceed with declaring the campus tobacco-free effective Jan. 1. In the meantime, a strategy will be developed to communicate and enforce the action. Methods of soft enforcement will be used, such as posting signs asking people to not use tobacco products on campus and directly asking people not to smoke. Fines will be set for those who do not comply with the policy, and citations will be distributed by security.
2. Open Discussion
 - Dr. Exley reported on his recent conference in Washington D.C. Some of the topics he discussed with the Cabinet included Pell grants, student debt, and evaluation metrics.
 - Spring semester registration will open Nov. 15.
 - The ACCA Conference will be Nov. 18-20 in Birmingham.
 - The Cabinet discussed who would be attending the upcoming Diversity Conference. Six to seven employees were identified to go. Cabinet members who had an employee who needed to attend should notify Kelli Conley today.
 - Dr. Exley provided an update on the transition of the new Chancellor. An interim president has been named to fill the vacancy for Chancellor Heinrich, and the

Chancellor's official first day is Oct. 12. In the meantime, he has been working with Interim Chancellor Price to make a smooth transition.

- The Cabinet approved revisions to the excused absences policies pending final revisions. The Academic Committee already approved the revisions. Dr. Watts will handle disseminating the policy to the groups it affects.
- Dr. Exley mentioned a communication he received from a member of the community. The communication stated that the College was a participant in a nationwide event, but the Cabinet was not aware of such an event, yet the College's name and logo were being used in publicizing the event. Mr. Cannon and Dr. Watts will communicate with student groups and sponsors about notifying the Public Relations office prior to agreeing to participate in an event so proper procedures and policies are followed.

Upcoming Events

Adjourned

10 a.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
September 19, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Jason Watts, Dr. Annette Cederholm, Ms. Teresa Walker, Mr. Randy Maltbie, Ms. Shelley Smith

Absent

Mr. Mark Richard

Convened

2 p.m.

Old Business

1. SPOL Unit Objectives Review
 - Dr. Cederholm is working with several people, and the committee is reviewing everyone's objectives to make sure they are where they need to be.
 - Plans are in the works for a one-day Cabinet retreat.
2. Update on Administration Building Renovation
 - An issue with the roof came up today and disrupted a few classes. The humidity control is still being worked out, and there was water standing in the basement that will have to be addressed.
3. Expectations for Cabinet Members
 - Deferred.
4. SACS Reaffirmation Update
 - Dr. Watts has been reviewing the SACS standards that are ready.
5. Banner Update
 - The finance module will be operational by Oct. 1.
 - HR/Payroll is still struggling, and the system will shut down next Wednesday to reconcile accounts. Discussion was held on notifying students of how this will affect them.
6. Implementation of FISH Groups

- Dr. Exley will send a memo to employees on Monday with information about the groups. The Cabinet members will facilitate the groups.
7. Evaluations
 - Dr. Watts is drafting a calendar to include employee training, SACS meetings and division director meetings.
 8. Mandatory Employee Training Implementation (harassment and computer usage)
 - The Cabinet was reminded of this, and some discussion was held on the process of completing the training.
 - The Cabinet still needs to complete the annual employee evaluations. At the next small Cabinet meeting, each member should bring a sample evaluation to discuss the completion procedure.

New Business

1. Strategic Planning
 - Dr. Cederholm suggested to the Cabinet to change the Strategic Planning Process where the committee would only meet once every three years to evaluate the plan instead of annually.
2. Diversity Conference
 - Oct. 18 from 9:30 a.m. until 4:30 p.m. at the Renaissance Montgomery
 - The Cabinet needs to inform Kelli Conley if they have any employees who need to attend.
3. SACSCOC Annual Meeting
 - December 8-11, Dallas, TX
 - Those attending include Dr. Exley, Dr. Cederholm, Mr. Cannon and Dr. Watts.
4. Open Discussion
 - The Cabinet reviewed the Administration Building Rededication events. Identification needs to be posted on the room doors so people know are each of the rooms are for.
 - Dr. Watts and Mr. Cannon notified the Cosmetology Department and students about closing the program and plans to “teach out” the students already enrolled.
 - Discussion was held on the progress of updating the employee handbook and on scheduling mandatory employee training.
 - Discussion was held on the status of fall enrollment.
 - Ms. Walker informed the Cabinet of a comprehensive report her department has to put together by December for the Accelerate Alabama program.
 - The Exchange will be held Monday.
 - Dr. Exley reported that the new Chancellor will plan a visit to Snead State.

- A special State Board meeting is scheduled for tomorrow to discuss the new Chancellor's start date.

Upcoming Events

- Sept. 20 – GED Registration, McCain Student Success & Career Center
Gerhart Chamber Music Festival Concert, 7:00 pm, Fielder Auditorium
- Sept. 21 – SSCC Volleyball vs Gulf Coast, 4:00 pm, Gadsden
- Sept. 22 – SSCC Softball Tournament, Boaz
Gerhart Master Class Concert, 4:00 pm, Fielder Auditorium
- Sept. 23 – Gerhart Children's Concert, 2:00 pm, Fielder Auditorium
- Sept. 24 – SSCC Volleyball vs Lawson State, 6:00 pm, Boaz
GED Exam, 5:00 pm, Boaz
- Sept. 25 – GED Exam, 5:00 pm, Boaz
- Sept. 26 – SSCC Volleyball vs Wallace-Selma, 6:00 pm, Selma
- Sept. 27 – SSCC Baseball vs Bryan College, 1:00 pm, Boaz
- Sept. 28 – College Street Singers/Jazz Band Performance, 10:00 am, Branchwater Village
- Sept. 29 – SSCC Volleyball hosts Snead State Classic Tournament, TBA, Boaz
- Sept. 29 – SSCC Softball vs Calhoun, TBA, Decatur
- Sept. 30 – SSCC Baseball vs Auburn University, 1:00 & 3:30 pm, Auburn
- Oct. 2 – Last Day to Withdraw for Mini I
SSCC Volleyball vs Jeff Davis, 6:00 pm, Boaz
GED Registration, 8:00-10:00 am, Arab Instructional Site
- Oct. 4 – SSCC Volleyball vs Wallace-Selma, 6:00 pm, Boaz
- Oct. 5 – GED Exam, 8:00 am, Arab Instructional Site
SSCC Baseball vs David Lipscomb, TBA, Nashville, TN
College Street Singers Performance, 11:00 am, Boaz Harvest Festival
Jazz Band Performance, 12:00 noon, Boaz Harvest Festival
- Oct. 5-6 – SSCC Volleyball vs Pensacola State, TBA, Pensacola, FL
- Oct. 5-6 – SSCC Tennis vs Milligan College, 4:00 EST, Milligan College, TN
- Oct. 6 – Sand Mountain Century & Smiles Cystic Fibrosis 5K Run & 1 Mile Fun Run, 8:00 am, Gym

Adjourned

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
September 5, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker, Mr. Mark Richard, Ms. Brittany Wilborn, Mr. Steve Smith, Ms. Melissa Rice, Ms. Tina Simons

Absent

Ms. Shelley Smith, Mr. Randy Maltbie

Convened

2:05 p.m.

Old Business

1. SPOL Unit Objectives Review - deferred
2. Update on Administration Building Renovation
 - Punch list items still need to be addressed. Problems with roofing leaks and humidity in the building are being addressed.
3. Expectations for Cabinet Members
 - Deferred.
4. SACS Reaffirmation Update
 - The SACS committees are working and making good progress.
5. Banner Update
 - Mr. Smith, Ms. Simons and Mr. Cannon provided information on the Banner implementation. The final two modules are being implemented. They are human resources and finances, and they are set to go live Oct. 1.
6. Chancellor's Awards Nominees
 - The Cabinet discussed possible nominations for the categories of Administration, Support Staff and two Faculty. Dr. Exley will finalize the nominations and notify those selected.
7. Implementation of FISH groups

- Because of all the activities planned for September, the first meeting of the FISH groups will not be until October.
- Dr. Exley will identify the facilitators of each group.

New Business

1. Mandatory employee Training Implementation (harassment and computer usage)
 - One form is being developed for employees to complete and sign as they complete the mandatory training.
 - The training must be complete by Nov. 20.
 - The form will be included with each employee's evaluations.
2. Update on Rededication/Gerhart
 - The Rededication Service is set for Sept. 16 at 2:30 p.m. and will feature music by the McAlpine family, recognition of the Professor Emeriti, and tours of the Administration Building.
 - The Open House/Ribbon cutting is set for Sept. 18 with a barbecue lunch to follow.
 - The Gerhart Chamber Music Festival will begin with the opening concert on Sept. 20 and conclude with the Children's Concert on Sept. 23.
 - All events will take place in Fielder Auditorium.
3. Evaluations
 - Cabinet members should start the annual employee evaluations. The date to complete them is Nov. 30.
4. Open Discussion
 - The State Board is scheduled to vote on awarding Emeriti status to two Snead State retirees at the meeting next week.
 - Dr. Exley reported on the recent Accelerate Alabama meeting.
 - Ms. Smith encouraged Cabinet members to monitor their respective areas of the website and make sure the content was current and up-to-date.
 - Dr. Exley and Mr. Richard reported on the new food vendor for the cafeteria and the SUB café.
 - Cabinet members should begin compiling their information for the State of the College report. Ms. Smith will compile an outline of suggested information to include in each report.
 - The Cabinet reviewed a Title IV activity report.

Upcoming Events

September 6 – Cabinet Photo, 11:00 am, President's Office

Snead State Community Choir Rehearsal, 7:00-8:30 pm, Maze Music Building

September 7 – GED Test, 8:00 am, Arab Site

- Aesop's Fables (Corley & Boaz Elementary), 9:00-11:00 am, Bevill Center
Concert Hall
- Snead State Ambassadors Mandatory Training Workshop, 9:00 am-3:00 pm, TBA
- September 8 – Snead State Baseball Golf Tournament, 9:00 am, Boaz Country Club
- September 11 – United Way Day of Caring Breakfast, 7:30 am, Albertville First Baptist Church
Marshall County College Day, 9:00 am-12:00 noon, Bevill Center/Gymnasium
- September 12 – SSCC Volleyball vs Wallace-Hanceville, 6:00 pm, Hanceville
Chancellor Finalists Reception, 6:00 pm, Montgomery
- September 13 – GED Registration, McCain Student Success & Career Center
State Board Work Session, 10:30 am, Montgomery
Chancellor Finalists Interviews, 1:00 pm, Montgomery
- September 14 – GED Exam, 8:00 am, Boaz
SSCC Volleyball vs Faulkner State, 2:00 pm, Bay Minette
SSCC Volleyball vs Jeff Davis, 6:00 pm, Brewton
- September 15 – SSCC Volleyball, Lawson State Tournament
SSCC Softball, Wallace Exposure for Travel Ball, Cullman
- September 16 – Administration Building Rededication Service, 2:30 pm, Fielder Auditorium
- September 18 – Administration Building Ribbon Cutting/Open House, 10:30 am, Front Lawn
- September 20 – GED Registration, McCain Student Success & Career Center
Gerhart Chamber Music Festival Concert, 7:00 pm, Fielder Auditorium
- September 21 – SSCC Volleyball vs Gulf Coast, 4:00 pm, Gadsden
- September 22 – SSCC Softball Tournament, Boaz
Gerhart Master Class Concert, 4:00 pm, Fielder Auditorium
- September 23 – Gerhart Children's Concert, 2:30 pm, Fielder Auditorium

Adjourned
3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
August 15, 2012**

Attendees

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

Convened

2:05 p.m.

Old Business

1. SPOL Unit Objectives Review - deferred
2. Update on Administration Building Renovation
 - Adjustments need to be made to the automatic lighting system, and training is underway for using the HVAC system.
 - Some landscaping issues will be addressed in the spring.
 - Some punch list items still need to be addressed, but the Alabama Building Commission gave full certification of occupancy.
 - There are still some roofing/drainage issues that need to be corrected.
3. Expectations for Cabinet Members
 - Deferred.
4. SACS Reaffirmation Update
 - Dr. Watts met with the committee chairs and the progress is good. Work from the IE committee is taking longer than expected because the process to input the information into Compliance Assist is time-consuming.
5. Banner Update
 - Fall registration went smoother than we hoped. Mr. Maltbie reported little glitches with the set-up that had to be addressed as they came up, but this was expected.
 - Mr. Maltbie said Snead State was ahead of the curve in training/implementation of the new system as opposed to the progress of sister schools.
 - The payroll/finance module is next to be implemented.

New Business

1. Cosmetology Program Recommendation
 - Dr. Watts updated the Cabinet on the recommendation presented by ACHE to close the program.
 - The Cabinet voted to accept the recommendation and subsequent vote by ACHE to close the program. Students already enrolled in the program will be allowed to complete the requirements for completion, but no new students will be enrolled in the program. Dr. Watts will file a substantive change with SACs to reflect this.
2. ACCS Annual Report Submissions
 - Ms. Smith asked for suggestions for article submissions for the ACCS Annual Report that reflected the theme “Return on Investment.”
 - Ms. Smith and Dr. Exley will narrow down the suggestions, and Ms. Smith will prepare the submissions.
3. Enrollment Update
 - As of this date, Snead is within 4 percent of the 26,700 credit hour goal for the fall semester.
 - Head count has not reached the goal, but the credit hour production looks good.
 - Mr. Watts reported that some changes in the Fall Mini II schedule may continue to boost the credit hour numbers.
4. FISH Employee Groups
 - The groups will meet monthly during the fall semester to address each of the four objectives through the FISH customer service program.
 - Each group will determine the date and time for the monthly meetings.
 - Dr. Exley distributed the employee groups list to the Cabinet.
5. Open Discussion
 - The State Board is scheduled to vote on awarding Emeriti status to two Snead State retirees at the meeting next week.
 - Dr. Exley reported on the recent Accelerate Alabama meeting.
 - Ms. Smith encouraged Cabinet members to monitor their respective areas of the website and make sure the content was current and up-to-date.
 - Dr. Exley and Mr. Richard reported on the new food vendor for the cafeteria and the SUB café.

Upcoming Events

- August 16 – Residence Hall opens for fall semester
GED Registration, McCain Student Success & Career Center
Auditions for Guys and Dolls, 6:30 pm
- August 17 – GED Test, 8:00 am, Boaz
Auditions for Guys and Dolls, 6:30 pm
- August 18 – Auditions for Guys and Dolls, 10:00 am
SSCC Cheerleading Stunt Clinic, 8:00 am-12:00 noon, Gym

August 19 – Auditions for Guys and Dolls, 2:00 pm
August 20 – Fall semester classes begin
 Last day to register for fall baseball league
August 20-23 – Fall Welcome Week activities, 10:30 am, SUB
August 21 – Late registration fee begins
August 22 – Funny t-shirts for students, 10:00 am-4:00 pm, SUB
August 23 – Last day to register or add a class for full fall or mini I
 GED Registration, McCain Student Success & Career Center
 Auditions for Guys and Dolls, 6:30 pm
August 24 – Auditions for Guys and Dolls, 6:30 pm
August 24-25 – SSCC Volleyball, Wallace Season Opener Tournament
August 27-28 – GED Testing, 5:00 pm, Boaz
August 28 – SSCC Volleyball vs Gadsden State, 6:00 pm, Boaz
August 29-30 – Club Rush, 10:30 am, SUB
August 30 – Ambassador applications due, McCain Student Success & Career Center
 SSCC Volleyball vs Lawson State, 6:00 pm, Birmingham
August 31 – Ambassador interviews, 9:00 am-4:30 pm
September 3 – Labor Day Holiday (college closed)
September 4 – SSCC Volleyball vs Southern Union, 6:30 pm, Southern Union
 GED Registration, 8:00-10:00 am, Arab site

Adjourned
3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
August 1, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Dr. Jason Watts, Mr. Mark Richard, Ms. Brittany Wilborn, Mr. Steve Smith, Ms. Melissa Rice, Ms. Shelley Smith

Absent

Dr. Annette Cederholm, Ms. Teresa Walker, Ms. Tina Simons, Mr. Randy Maltbie

Convened

8:35 a.m.

Old Business

1. SPOL Unit Objectives Review
 - Each Cabinet members needs to complete the 2011-2012 SPOL objectives.
2. Update on Administration Building Renovation
 - There are problems with the auto power back-up and the phone system. They should be fixed today.
 - The AC/Heating issues will be fixed today.
 - The math faculty will move to the building on Thursday, but the building will not be officially occupied until next week.
3. Expectations for Cabinet Members
 - Deferred.
4. SACS Reaffirmation Update
 - Committee chairs will meet during convocation week, but Dr. Watts has been meeting with them periodically to check their progress.
 - The QEP Committee met and developed good ideas to focus on student success and tutoring for the QEP.
5. Banner Update
 - The payment module will be up and ready in a week.
 - Registration for fall went smoothly. Credit hours are at 21,868, and the goal is 26,700.

6. Parson Days Update
 - The Cabinet discussed what went well with the new student orientation including the availability of the advisors, having a defined start time, locating advising separate from other parts of Parson Days, and using BPI's pURL system for registration.
7. Fall Convocation Week
 - Dr. Watts is drafting a calendar to include employee training, SACS meetings and division director meetings.
8. Regional Training for Legal/HR Issues
 - Aug. 29 at 10 a.m. at Lawson State
 - The Cabinet identified employees who needed to attend the training.

New Business

1. Chancellor's Awards and Art Exhibit
 - Nominees need to be identified by Sept. 21.
2. Open Discussion
 - Dr. Exley and Ms. Smith provided an update on the Administration Building Rededication and the Gerhart Chamber Music Festival.
 - Mr. Richard reported on the request for proposals for a food vendor and the finalization of the grand piano bid.
 - The volleyball team is in practice today.
 - The Cabinet discussed a grant project through the Appalachian Regional Commission. The deadline to apply is Aug. 30.
 - Mr. Richard and Ms. Smith reported on the statewide committees on which they are currently serving.

Upcoming Events

August 1 – Last class day for summer semester
August 2 – Final exams for summer semester
August 2-4 – Greater Tuna, 7:00 pm, Bevill Center
August 3 – Final exams for summer semester
August 5 – Greater Tuna, 2:00 pm, Bevill Center
August 6 – Faculty Duty Day
August 9 – Greater Tuna, 7:00 pm, Arab High School
August 10-11 – Greater Tuna, 7:00 pm, Whole Backstage
August 12 – Greater Tuna, 2:00 pm, Whole Backstage
August 13-17 – Convocation Week
August 16 – Residence Hall opens for fall semester
August 20 – Fall semester classes begin
August 20-23 – Fall Welcome Week

Adjourned
10 a.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
July 11, 2012**

Attendees

Dr. Robert Exley, Mr. Randy Maltbie, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker, Mr. Mark Richard, Mr. Steve Smith, Ms. Tina Simons, Ms. Melissa Rice, Ms. Shelley Smith, Ms. Brittany Wilborn

Convened

9:30 a.m.

Old Business

1. SPOL Unit Objectives Review
 - Dr. Exley encouraged Cabinet members to continue to work their SPOL objectives to finish the current year and begin their objectives for the new fiscal year.
2. Update on Administration Building Renovation
 - Mr. Richard said the final inspection was set for July 23. Training will be held on use of the lighting, audio, security features, and HVAC.
 - Furniture was assembled and placed in the upstairs offices. Classroom furniture is expected to be delivered next week.
 - The delivery on the fixed seating in room 108 will be delayed, but no fall classes were scheduled in this room so it should not disrupt anything for the first day of classes.
 - IT checked all the technical outlets, and everything seems to be in working order.
3. Expectations for Cabinet Members
 - Deferred.
4. Budget Dialogue
 - Mr. Richard reported that all budget requests had been received and will be addressed as funds are available. The budget has to be submitted to Postsecondary by Friday.
5. Granting Emeritus Status
 - The item is on the Aug. 9 work session agenda for discussion by the State Board of Education and will be up for approval during the August State Board meeting.

6. SACS Reaffirmation Update

- Dr. Watts has met with most of the committee chairs and reported good progress on the SACS standards work. Most of the committees have assigned people various standards to work on individually. None of the information has been inputted into Compliance Assist yet.
- All of the standards should be completed by Dec. 14, giving time for a final review and edits before the March deadline.
- The QEP report is to be submitted by the end of October, three months before the SACS visit.

7. Banner Update

- As of the meeting 457 students had registered for fall using the mySnead system.
- Mr. Maltbie reported no major issues arising during registration. There were some minor issues that were expected and were dealt with. The system is set to give a daily report to division directors on how classes are filling up.

8. Parson Days Update

- As of the meeting 530 students had registered for Parson Days, and some of the sessions were already full. Since the sessions were reserved for certain majors, more general education spots were opened in sessions with smaller numbers.
- The Cabinet agreed to ask employees working in the McCain Building to park farther away from the building to reserve spaces closer to the building for students coming to Parson Days.

New Business

1. Grant Approval

- The Cabinet approved a grant request for a Good Roots Grant. Up to \$1,000 could be awarded for the purchase of trees for the campus. The College can select the type of trees to purchase in keeping with the Campus Master Plan standards.

2. Approval of AAS Business Proposal

- Dr. Watts presented the proposal. The AAS Business degree is one offered at other two-year institutions, but this one would be different from those in that students can choose a specific concentration with their degree. Dr. Watts said a survey of students and alumni indicated that the AAS Business degree ranked the highest as a program they would like to see offered at SSCC.
- Dr. Watts plans to check to see if the degree would transfer into Athens business program. He is certain at least 75 percent of the classes would transfer.
- The Cabinet agreed to let Dr. Watts moved forward with the proposal. The next step is to develop a more comprehensive proposal including letters of support, information on job availability, and cost to implement. The comprehensive proposal would need to go to the State Board of Education and then ACHE for approval.
- Dr. Watts said no new equipment would be needed for the program. At minimum, some software would be needed. Adjunct instructors are already in place to teach

the classes, but as the program grows, there may be a need to employ a full-time instructor for those classes in the future.

3. Fall Convocation Week

- Dr. Watts will organize the professional development activities for the week. Some suggested things to include Banner training, sexual harassment training, customer service training, a State of the College address, enrollment update, budget/financial overview, mySnead report, SACS meetings/update, QEP report, introduction of new employees, supervisors training in regard to performance evaluations, Division Directors meeting, Administration Building update, Gerhart Chamber Music Festival update, committee elections, benefits/retirement update, and a session on FERPA.
- If any Cabinet member has any specific items to include in Convocation, they are to send those to Dr. Watts.

4. Regional Training For Legal and Human Resources Issues

- The training will be Aug. 29 at 10 a.m. at Lawson State.
- The Cabinet recommended Human Resources employees, Head of Security Paul Gore, and some Cabinet members to attend the training.
- The Cabinet should send recommendations of any of their employees who need to attend to Dr. Exley.

5. Alabama Community College Association Call for Proposals

- Dr. Exley encouraged Cabinet members to consider submitted a proposal. The Conference will be help in November.

6. Open Discussion

- The Cabinet reviewed a “Go Fish” video as a potential customer service training piece to present to employees. The Cabinet members are to consider the best avenue for presenting the video to their employees and to discuss it with their supervisors.

Upcoming Events

July 13 – GED Test, 8:00 am, Arab Instructional Site

State Board of Education Mini-Retreat, Montgomery

July 14 – SSCC Dance Workshop, 9:00 am-5:00 pm, Plunkett-Wallace Gymnasium

July 16 – Parson Days, 9:00 am, 1:00 pm, 4:00 pm, McCain Student Success & Career Center

July 17 – Parson Days, 9:00 am, 1:00 pm, 4:00 pm, McCain Student Success & Career Center

July 18 – Parson Days, 9:00 am, 1:00 pm, 4:00 pm, McCain Student Success & Career Center

July 19 – Parson Days, 4:00 pm, Arab Instructional Site

July 20 – GED Registration, 8:00-10:00 am, Boaz

July 23 – Final Alabama Building Commission Inspection of Administration Building, 10:00 am

Parson Days, 9:00 am, 1:00 pm, 4:00 pm, McCain Student Success & Career Center

GED Testing, 5:00 pm, Boaz

July 24 – Parson Days, 9:00 am, 1:00 pm, 4:00 pm, McCain Student Success & Career Center

GED Testing, 5:00 pm, Boaz

July 25 – Parson Days, 9:00 am, 1:00 pm, 4:00 pm, McCain Student Success & Career Center
Last Day to Withdraw or Drop a Class for Summer Mini II
July 26 – Parson Days, 9:00 am, 1:00 pm, 4:00 pm, McCain Student Success & Career Center
July 27 – Parson Days, 9:00 am, 1:00 pm, 4:00 pm, McCain Student Success & Career Center
GED Registration, 8:00-10:00 am, Boaz
July 28 – Parson Days, 9:00 am, 1:00 pm, 4:00 pm, McCain Student Success & Career Center
GED Testing, 8:00 am, Boaz

Adjourned
11 a.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
June 6, 2012**

Attendees

Dr. Robert Exley, Mr. Randy Maltbie, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker, Mr. Mark Richard, Mr. Steve Smith, Ms. Tina Simons, Ms. Melissa Rice, Ms. Shelley Smith, Ms. Brittany Wilborn

Absent

Dr. Sandra Roberts

Convened

1:30 p.m.

Old Business

1. SPOL Unit Objectives Review
 - Dr. Exley encouraged Cabinet members to update their status reports and documentation on SPOL as the 2011-2012 planning year winds down.
 - Dr. Cederholm reviewed the printed Strategic Planning document and discussed how the goals outlined in the document will correlate with the SPOL planning units for the 2012-2013 planning year.
2. Update on Administration Building Renovation
 - Mr. Richard said a punch list will be developed on June 12 in time for the Building Commission's final safety inspection on June 14.
 - Seats for Fielder Auditorium are to be installed beginning June 11.
 - The furniture is to be delivered in three or four stages with the first delivery scheduled for June 25.
 - A moving schedule for the offices that are relocating to the Administration Building still needs to be determined. In the meantime, supervisors are asked to estimate the number of boxes they will need for packing purposes.
3. Expectations for Cabinet Members
 - Deferred.
4. Budget Dialogue
 - Mr. Richard said he received a request for formal face-to-face budget hearings, and he plans to conduct those on a per-request basis.

- Cabinet members were given a template to use to submit formal budget requests. Mr. Richard said the requests should be for budget increases for items of significance that are needed due to a change in operations. The requests should be submitted to Mr. Richard by the end of June.
- The schedule for budget hearings will begin the first of July.
- Dr. Exley reported on a recent Presidents' meeting in Montgomery during which the budget was addressed. A new funding reallocation formula is being used, but there are still some "tweaking" to be done before the budget is finalized. He reported the goal is for final approval to be given by the end of June.

5. Granting Emeritus Status

- The Cabinet discussed possibilities of former employees who would be candidates for Emeritus status. The employees had to have retired from the College for 10 years or more, and Dr. Exley asked for employees who were well-respected among their peers and students.
- The Cabinet agreed to submit the two suggestions given as candidates for Emeritus status. Dr. Exley and Ms. Smith will work on compiling background information on the two candidates.
- The candidates for Emeritus status will be recognized during the rededication service planned for the Administration Building.

New Business

1. Grant Approval

- Ready To Work – The Cabinet approved the grant request for \$60,000 to use for Ready to Work.
- Virtual Reality Welding Trainer – The Cabinet approved the grant request for \$53,000, which will purchase equipment not covered through a previous grant.
- Birthing Simulator – The Cabinet approved the grant request for the equipment to be used in nursing training.
- Dual Enrollment-The Cabinet approved the grant request to renew Dual Enrollment funding which is set to end in the fall. The request includes the addition of Childhood Development, increasing the grant amount to \$128,000 over the previous grant amount of \$70,000.
- Career Coach – The Cabinet approve the grant request to renew funding in the amount of \$65,000.
- The grants for Ready To Work, the Welding Trainer, and Birthing Simulator have to be submitted to the Region II Council for approval.

2. Personnel Handbook – Academic Freedom Policy

- Dr. Watts reviewed the proposed policy.
- The Cabinet approved the revised policy. (See attachment)

3. Open Discussion

- Dr. Watts updated the Cabinet on the progress of the SACS reaffirmation. He is currently working to get information into the credentials module set up in

Compliance Assist. He is aware of the different committees working on their respective standards, and he plans to meet with each of the committee chairs soon to get updates on their progress. Dr. Cederholm reported that she is composing the learning outcomes information for the QEP, and John Miller is compiling the research for the learning outcomes.

- Mr. Maltbie provided a Banner timeline. He obtained a list of questions/concerns from Calhoun Community College, which went live with their Banner implementation Monday. The list will aid him in preparing for registration through Parson Days coming in July. Mr. Maltbie, Ms. Smith, Mr. Cannon and Dr. Watts are to discuss a communication plan to distribute to returning students. Mr. Maltbie addressed a potential problem with processing prerequisites for students taking courses during the summer who will also register in the fall. Dr. Exley asked that any communication regarding Banner be sent to Cabinet members as well so everyone is aware of the information being distributed to students.
- Ms. Wilborn and Mr. Cannon provided an update on Parson Days. The College is working with BPI Media to establish personalized url sites that will be used to register first-time students for a session of Parson Days. As part of Parson Days, the students will be trained on the Banner system and will have an opportunity to register for fall classes.
- Mr. Maltbie reported a virus spike specifically with Outlook Express. He asked for patience as the IT Department identifies and eliminates the problem.
- Dr. Exley provided a report on the recent NISOD Conference.
- Visitors are staying on campus for the Alabama School of Gospel Music.

Upcoming Events

June 4-15 – Alabama School of Gospel Music, All Day
June 4-8 – SSCC Tennis Fundraiser Clinics, 2:00-6:00 pm
June 7 – Women’s High School Basketball Playdate, All Day, Gymnasium
June 7 – Funeral Services for Buck Woodall, 2:00 pm, Episcopal Church in Guntersville
June 9 – ACT Testing, 8:00 am, Bevill Center Auditorium
June 12 – GED Registration, 8:00-10:00 am, Arab Instructional Site
June 13 – Exit Conference with Auditors
June 14 – State Board Work Session
June 15 – GED Registration, 8:00-10:00 am, Boaz
June 15 – GED Exam, 8:00 am, Arab Instructional Site
June 18 – Last Day to Withdraw or Drop a Class for Summer Mini I
June 18 – GED Exam, 5:00 pm, Boaz
June 19 – GED Exam, 5:00 pm, Boaz
June 20 – Legislative Breakfast sponsored by the Arab Chamber, 7:30 am, Arab Instructional Site Banquet Room

Adjourned

3:30 p.m.

POLICY 437.05: Academic Freedom

EFFECTIVE:

SUPERSEDES: College Handbook, Revised November 2006

SOURCE: Local Policy

CROSS REFERENCE: State Board Policy 719.01

Snead State Community College supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline related subjects. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the College from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution.

Statements made or actions taken by an instructor while exercising his or her rights as a private citizen should not be made in such a manner to imply that he or she is speaking on behalf of the College.

Complaints from students or other individuals involving Academic Freedom issues are to be handled in the same manner as other complaints about an instructor. Formal written complaints falling under this policy will be logged and kept on file in the manner as any other written complaint.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
May 2, 2012**

Attendees

Dr. Robert Exley, Mr. Randy Maltbie, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker, Mr. Mark Richard, Mr. Steve Smith, Ms. Tina Simons, Ms. Melissa Rice, Ms. Brittany Wilborn

Absent

Ms. Shelley Smith, Dr. Sandra Roberts

Convened

8:30 a.m.

Old Business

1. SPOL Unit Objectives Review
 - All attendees were encouraged to document their activities regarding their objectives on a regular basis. Dr. Watts and Dr. Cederholm provided excellent overview of how critical the reports generated by SPOL were for the just completed and submitted Arab High School Dual Enrollment Substantive Change Response to site visit report for SACSCOC.
2. Update on Administration Building Renovation
 - Mr. Richard reported that from yesterday's construction meeting with general contractor, KREBS, and all subs the final state inspection and walk through is scheduled for May 31st.
 - Two furniture vendors are scheduled for presentations tomorrow afternoon regarding furnishings for the building.
 - Fielder Auditorium should be completed by the end of July.
3. Expectations for Cabinet Members
 - Deferred.
4. Budget Dialogue
 - Mr. Richard and Dr. Exley reported on the latest information from Postsecondary regarding the ETF budget. The Senate passed its substitute bill with one amendment yesterday and the bill now goes to the House. Postsecondary continues to work hard to assure the best budget possible for the Colleges. Serious discussion and work continues to come to an agreement on a new funding

formula for distribution of the appropriation. However, this year's budget currently includes specific appropriations for each college in the bill. Mr. Richard sees this legislative mandate for a revised formula as a positive for Snead State.

- Reviewed the present status of enrollment with guarded optimism.

5. Alabama Community College Leadership Academy

- Ms. Patti Morgan has agreed to represent Snead State in this program for the next year.

New Business

1. Granting Emeritus Status

- Dr. Exley led discussion regarding the utilization of 'Emeritus' as a means for recognizing significant long-term retirees who had a major impact on the College. Cabinet members agreed that this is worth pursuing and Dr. Exley will discuss this with Chancellor Price. This is allowable per State Board policy but requires the recommendation of the chancellor and approval of the board.

2. Open Discussion

- Mr. Randy Maltbie provided a positive update on the status of the Banner migration project. It appears that we are on track at this time and several major tasks have been completed.
- Ms. Brittany Wilborn reported that S-Day was a success even though the events and activities were not well attended until mid-day and the afternoon. She also reported on the status of new officers for SGA and Phi Theta Kappa.
- Mr. Richard provided a positive report on athletics. Softball team had a much improved season over last year. They did not qualify for post-season play and their regular season is complete. The baseball team is in the final week of regular season and is in contention for post-season play. Mr. Richard reported that we have hired a new Head Men's Basketball Coach (part-time job) Mr. Jay Welborn.
- Teresa Walker reported that six Ready to Work graduates are scheduled to walk in next week's graduation. This is clear evidence that the RTW program benefits the students, the college and the community.

Upcoming Events

- May 3-9 – Final Exams
- May 3 – Snead Baseball vs Calhoun, 1:00 pm, Boaz
- May 3 – Furniture Presentation for Administration Bldg, 2:00-4:00, President's Office
- May 3 – MCYL Graduation, 6:00 pm, Guntersville Town Hall
- May 3 – Charley's Aunt, 7:00 pm, Bevill Center
- May 4 – The Exchange, 8:30 am, SSCC Cafeteria
- May 4 – GED Exam, 8:00 am, Arab Center
- May 4 – Charley's Aunt, 7:00 pm, Bevill Center
- May 5 – Charley's Aunt, 7:00 pm, Bevill Center
- May 6 – Charley's Aunt, 2:00 pm, Bevill Center

- May 8 – Commencement Rehearsal, 2:00 pm, Plunkett/Wallace Gymnasium
- May 8 – RN Pinning Ceremony, 6:00 pm, Bevill Center
- May 10 – State Board Work Session, 10:30 am, Montgomery
- May 10 – Faculty Duty Day
- May 10 – VIP Commencement Reception, 4:00 pm, Alumni House
- May 10 – SSCC Commencement, 5:00 pm, Plunkett/Wallace Gymnasium
- May 11-23 – Dr. Exley on Vacation
- May 11 – Faculty Duty Day
- May 11 – GED Registration, 8:00-10:00 am, McCain Student Success & Career Center
- May 12 – Dormitory Closes
- May 14 – GED Exam (Part I), 5:00 pm, Boaz
- May 15 – GED Exam (Part II), 5:00 pm, Boaz
- May 15 – Deadline for RN Program Applications

Adjourned

9:40 a.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
April 18, 2012**

Attendees

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

Absent

Mr. Randy Maltbie

Convened

9 a.m.

Old Business

1. SPOL Unit Objectives Review
 - Deferred.
2. Update on Administration Building Renovation
 - The project is going well. The final inspection has been pushed up to June 1. An audit of the roofing work showed that it was still retaining water, so the contractors will put more slope in the roof to correct the problem. Painting is going on inside, and dates for the furniture delivery are being finalized.
 - Johnny Brewer and Mike McGee need to send Mr. Richard a list in writing of what is needed for Fielder Auditorium, such as a podium with the seal on the front, risers, and microphones.
 - The gazebo will be in before July 17, which is the “drop dead” date for the entire project.
 - The workers will close off the SUB parking lot on the dorm side during the week of exams.
3. Expectations for Cabinet Members
 - Deferred.
4. Budget Dialogue
 - Mr. Richard reported that he and Dr. Exley are trying to come up with a good approach in regard to the budget. The State House met today, so hopefully information will be available soon on the budget outlook. Mr. Richard said

preparations are being made for any cuts, and internally, the College has a good plan.

- Enrollment is needed to offset costs. As of today, there wasn't a lot of revenue coming in with the summer enrollment, but at this point in the registration process, that is not unusual. The payment plan will be available this summer.

New Business

1. Open Discussion

- Dr. Exley reminded the Cabinet to regularly update SPOL.
- Dr. Watts reported that he met with the committee chairs last week regarding the SACS reaffirmation. They all gave status updates on their work. The steering committee met at the end of last week. Everything seems to be on track. Dr. Watts is finalizing a couple of standards that he's writing and that are due May 4.
- Twenty-one applications were received for the Chief Academic Officer position. The committee narrowed the applications down to seven. The final three will be brought in separately to have lunch with the Cabinet, tour the campus, meet the division directors and participate in a reception for employees to meet with each one.
- The job posting for Chancellor is up, and applications will be taken until June 29. An RFP has been issued for a search firm to find qualified candidates for the position. There were only minor changes to the last posting.
- Discussion was held on possible employees to send to the Leadership Academy. The cost is \$2,800 plus travel expenses. The time commitment to the program is a concern.
- Summer enrollment is close to 4,000 credit hours and is showing signs of mimicking the summer 2010 enrollment trend. Discussion was held on possibly streamlining sections and increasing class sizes to avoid low numbers in duplicate sections.
- The first round of Presidential Scholars interviews will be completed this afternoon. Eighteen students are being interviewed.

Upcoming Events

April 18 – Last Day to Withdraw or Drop Mini II Class

April 18 – Movie Night Sponsored by Pan Latino Club, 6:00 pm, McCain

April 19 – Worksite Wellness Health Screenings, 8:00 am-12:00 noon, Bevill Center (106N)

April 19 – SSCC Awards Day, 10:15-11:15 am, Aderholt Health Sciences Lecture Hall

April 19 – Baseball vs Shelton State, 1:00 pm, Boaz

April 19 – Music Department Sophomore Recital, 7:00 pm, Bevill Center Concert Hall

April 19 – Lake Guntersville Chamber After Hours Event, 5:00 pm, Dream Ranch

April 20-21 – ACCC Tennis Tournament in Decatur

April 20-24 – AACC Annual Conference, Orlando

April 22 – Community Wind Band Spring Concert, 3:00 pm, First Baptist Church of Boaz

April 23 – SGA Officer Debates, 10:30 am, McCain

April 24 – SGA Presidential Debates, 10:30 am, McCain

April 24 – Softball vs Calhoun, 2:00 pm, Boaz

April 25 – The Exchange, 2:00 pm, SSCC Cafeteria
April 25-30 – SGA Elections, SUB
April 26 – State Board Meeting, 9:30 am, Montgomery
April 26 – S-Day, 10:30 am-4:00 pm
April 26 – Baseball vs Lawson State, 1:00 pm, Boaz
April 27 – Marshall County Middle School Math Tournament, English & Health Science
Buildings
April 27 – GED Registration, 8:00-10:00 am, Boaz
April 27 – Alumni Homecoming, 6:30 pm, SUB
April 28 – Jennifer Garmany Hallmark 5K Memorial Scholarship Run, 8:00 am
April 28 – GED Exam, 8:00 am, Boaz
April 30 – Last Class Day, Mini II
April 30 – Deadline to submit Statement of Economic Interest Form to Alabama Ethics
Commission
May 1 – Last Class Day, Full Term
May 1 – Final Examinations, Mini II
May 1 – GED Registration, 8:00-10:00 am, Arab Center

Adjourned

3:40 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
April 4, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Ms. Shelley Smith, Dr. Annette Cederholm, Ms. Teresa Walker, Mr. Mark Richard, Ms. Brittany Wilborn, Ms. Melissa Rice, Mr. Steve Smith, Mr. Randy Maltbie

Absent

Dr. Jason Watts

Convened

1:30 p.m.

Old Business

1. SPOL Unit Objectives Review
 - Deferred.
2. Update on Administration Building Renovation
 - The general contractor said the College could take possession of the building on June 7. Fielder Auditorium won't be available until the end of June.
 - A schedule for moving offices into the building needs to be set. The furniture has been ordered.
 - Next week, grading will start in the front. It will be followed by tree planting.
3. Expectations for Cabinet Members
 - Deferred.
4. Budget Dialogue
 - Mr. Richard reported that he expected a decrease in revenue of \$750,000. He expects appropriations to be cut \$200,000. There are concerns about proration. Career Coach funding is expected to be reduced if not eliminated.
 - Mr. Richard reviewed a plan for some cost savings in areas of scholarships, athletics, custodial/maintenance, IT, academics and PR.
 - The total reductions are estimated at \$625,000, and the deficit is anticipated to be \$750,000, which leaves \$120,000 in additional cost savings that still need to be identified.

5. College Values Dialogue

- Ms. Cederholm reviewed the last process completed by the Cabinet. After considering all of the feedback and after discussions with Mr. Smith, she developed five College principles that were approved by the Cabinet. They are accessible/responsive, honesty/communicative, nurturing/compassionate, innovative/broadminded, intellectual/excellence.

New Business

1. Catalog Discussion

- Ms. Smith led discussion on possible redesigns for the catalog. Discussion was also held on whether to print versions of the catalog vs. having a strictly online version.
- The Cabinet agreed to go with an online version and print only a few copies in-house and bind them.

2. mySnead Awareness Campaign

- Discussion was held on what information needs to be distributed to students about incorporating Banner in fall registration.
- Ms. Smith and Mr. Maltbie will develop an awareness campaign.

3. Open Discussion

- Dr. Exley and Ms. Cederholm will develop a faculty credentials form that will be available in each faculty member's personnel folder. This will keep us in line with SACS.
- April 26 is S-Day. Earth Day is April 21. Awards Day is April 19. The Career Expo is also coming up.

Upcoming Events

April 5 – ACCS Leadership Day, 7:30 am, Renaissance Hotel, Montgomery

April 5 – All Alabama Academic Team Program, 6:30 pm, Renaissance Hotel, Montgomery

April 6 – Good Friday

April 6 – GED Exam, 8:00 am, Arab Center

April 6 – Softball vs Gadsden State, 1:00 pm, Boaz

April 7 – Baseball vs Wallace Hanceville, 12:00 noon, Boaz

April 8 – Easter

April 9 – Online Summer Registration Opens

April 9 – Baseball vs Bryan College, 1:00 pm, Boaz

April 10 – Career Expo, 1:00-4:00 pm, Plunkett-Wallace Gymnasium

April 10 – Softball vs Marion Military Institute, 1:00 pm, Boaz

April 10 – Drive by at Five, 5:00-6:00 pm, Albertville Chamber of Commerce

April 11 – Baseball vs Shorter College, 1:00 pm, Boaz

April 12 – State Board Work Session, 10:30 am, Montgomery

April 12 – Tennis vs Central AL, 2:00 pm, Boaz

April 12 – Albertville Chamber Business After Hours, 5:00-7:00 pm, Shepherd's Cove
April 12 – SSCC Music Department Spring Concert, 7:00 pm, Bevill Center Concert Hall
April 13 – GED Registration, 8:00-10:00 am, Boaz
April 16 – GED Exam (Part I), 5:00 pm, Boaz
April 16 – Community Wind Band Rehearsal, 6:30-8:00 pm, First Baptist Boaz
April 17 – SSCC Sponsored High School Jazz Band Showcase, TBA, Bevill Center
April 17 – GED Exam (Part II), 5:00 pm, Boaz

Adjourned

3:40 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
March 21, 2012**

Attendees

Dr. Sandy Roberts, Dr. Robert Exley, Mr. Jason Cannon, Ms. Shelley Smith, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker, Ms. Brittany Wilborn, Mr. Steve Smith

Absent

Mr. Mark Richard, Mr. Randy Maltbie

Convened

1:34 p.m.

Old Business

1. SPOL Unit Objectives Review
 - Deferred.
2. Update on Administration Building Renovation
 - Deferred.
3. Expectations for Cabinet Members
 - Deferred.
4. Budget Dialogue
 - Deferred.

New Business

1. College Values Dialogue
 - Dr. Cederholm led the Cabinet in an analysis of values, both individually and as an institution.
 - The results of the analysis will guide Dr. Cederholm and Dr. Exley in determining institutional values for inclusion in the Strategic Planning document.
2. Open Discussion
 - The Cabinet discussed the planning strategy for Title III with emphasis on nursing simulation, sports medicine/athletic training, and the Student Success and Career Center. The estimated level of funding that is anticipated based on previous

competition is \$2 million over five years. Once the strategy is mapped out, a budget will be developed.

- Registration for the summer semester opens April 9. The schedule will be available by the first of April.

Upcoming Events

- March 21 – Softball vs Shelton State, 1:00 pm, Boaz
- March 21 – Tennis vs Marion Military, 1:30 pm, Boaz
- March 22 – State Board of Education Meeting, Montgomery
- March 23 – Student Success & Career Center Presentation at Alabama Southern
- March 24 – Queen of Hope Pageant, 1:00 pm, Bevill Center Concert Hall
- March 24 – Dance Team Tryouts, 10:00 am-6:00 pm, Gymnasium
- March 24 – Baseball vs Lawson State, 12:00 pm, Boaz
- March 26–March 30 – Spring Break for Faculty/Students
- March 27 – Baseball vs West Georgia Technical, 1:00 pm, Boaz
- March 30 – GED Registration, 8:00-10:00 am, Student Success & Career Center
- March 31 – Alabama Music Teachers Association Division V Piano Festival, Maze Music Building
- March 31 – GED Exam, 8:00 am, Boaz Campus
- March 31 – Baseball vs Calhoun, 12:00 noon, Boaz
- April 2 – PTK 60th Anniversary Party, 10:30-11:00 am, Student Success & Career Center
- April 2 – Softball vs Hiwassee College, 1:00 pm, Boaz
- April 2 – Community Wind Band Rehearsal, 6:30-8:00 pm, Maze Music Building
- April 3 – GED Registration, 8:00-10:00 am, Arab Center
- April 3 – Boaz Chamber Banquet, 5:30 pm, BHS Corley Football Stadium
- April 5 – ACCS Leadership Day, 7:30 am, Renaissance Hotel in Montgomery
- April 5 – All Alabama Academic Team Program, 6:30 pm, Renaissance Hotel in Montgomery

Adjourned

3:40 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
March 2, 2012**

Attendees

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

Convened

12:45 p.m.

New Business

1. Budget Review/Planning

- Mr. Richard provided an overview of the budget projections for Fiscal Year 2013. With a decrease in allocations and in tuition and fees revenue, Mr. Richard advised that Cabinet members should be thinking ahead to items in their respective areas that either could be cut to save money or could be a way to generate additional revenue.
- Dr. Exley led the Cabinet in a discussion of potential revenue and cost-savings options.
- Cabinet members are to continue to consider ideas to compensate for budget shortfalls. Dr. Exley advised the Cabinet to keep in mind the focus of College Completion as they considered options, and Mr. Richard cautioned the Cabinet to keep in mind that the quality of services needs to be maintained in a way that would not overtax employees.

Adjourned

2 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
February 15, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Mr. Randy Maltbie, Ms. Shelley Smith, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker

Absent

Mr. Mark Richard

Convened

2 p.m.

Old Business

1. SPOL Unit Objectives Review
 - Deferred.
2. Update on Administration Building Renovation
 - Problems with the roofing have created a delay with the project, but the contractors have not yet conceded a delay, which means they are hoping to get back on track.
 - Mr. Richard has a meeting with the contractors on Thursday.
3. Expectations for Cabinet Members
 - Deferred.
4. Naming of Banner System
 - The Cabinet approved the revised mySnead logo as the official logo.

New Business

1. Planning Retreat Debriefing
 - Dr. Exley led discussion on the Strategic Planning Retreat. Some of the comments included keep the focus simple; continue to include student participation; and add more discussion time in before the lunch break.
2. Budget Dialogue

- Mr. Richard was absent, so Dr. Exley briefly provided an update on budget projections.

3. Open Discussion

- Discussion was held on putting together an ADA policy. A sample was presented for discussion. Mr. Cannon and Dr. Cederholm will review what needs to be in the policy and compile the necessary revisions. The Cabinet approved the policy pending the final formatting.
- Commencement will be May 10 at 5 p.m. Rehearsal will be May 8 from 2-4 p.m. Stuart Noel will be the speaker. Mr. Cannon will meet with the Hospitality Committee to discuss a graduates-only reception to be held as part of the rehearsal.
- Dr. Exley provided an update on the policy committee meeting in which he participated.
- Mr. Maltbie provided an update on the Banner project. An additional \$100,000 was awarded to Snead to aid with the cost of implementing the Banner system. The money was reallocated after a surplus in collection of \$1 per credit hour for bond surety payments prompted the committee to suspend collection for this purpose.

Upcoming Events

- Feb. 16 – Last Day to Withdraw or Drop Class (Mini I)
- Feb. 16, 6:00-8:00 pm – Cheerleading Tryouts Open Practice, SSCC Gymnasium
- Feb. 17 – Deadline for Cabinet to Submit Professional Development Activities
- Feb. 17 – Softball Tournament at Gadsden State
- Feb. 17, 8:00-10:00 am – GED Registration, Boaz Campus
- Feb. 17, 9:00 am-12:00 noon – Counselor Day, Elrod Science Bldg, Room 208
- Feb. 18 – Softball Tournament at Gadsden State
- Feb. 18, 10:00 am-2:00 pm – College Goal Sunday, McCain Student Success & Career Center
- Feb. 20, 5:00 pm – GED Exam, Boaz Campus
- Feb. 20, 7:00 pm – Men’s Basketball vs Marion Military, SSCC Gymnasium
- Feb. 21, 1:00 pm – Softball vs Southern Union, Boaz
- Feb. 21, 5:00 pm – GED Exam, Boaz Campus
- Feb. 21, 7:00-8:30 pm – Cheerleading Tryouts Open Practice, SSCC Gymnasium
- Feb. 23, 5:00 pm – Alumni Night Out Chili Supper, SSCC Gymnasium
- Feb. 23, 5:30 pm – Women’s Basketball vs Gadsden State, SSCC Gymnasium
- Feb. 23, 7:00 pm – Men’s Basketball vs Gadsden State, SSCC Gymnasium
- Feb. 24, 8:00-10:00 am – GED Registration, Boaz Campus
- Feb. 24, 9:00 am – The Exchange, SSCC Cafeteria
- Feb. 24, 12:00 noon – Baseball vs Southern Union, Boaz
- Feb. 24, 1:30/6:30 pm – Glory 2012, Bevill Center
- Feb. 25, 8:00 am – GED Exam, Boaz Campus
- Feb. 27, 6:00-8:00 pm – Cheerleading Tryouts Open Practice, SSCC Gymnasium
- Feb. 27, 6:30-8:00 pm – Community Wind Band Rehearsal, Maze Music Building
- Feb. 28 – Last Class Day (Mini I)
- Feb. 28 – AACC CAO Summit, Dallas, Texas

- Feb. 28, 6:00-8:00 pm – Cheerleader Tryouts, SSCC Gymnasium
- Feb. 29 – Final Exams for Mini I
- Feb. 29, 1:00 pm – Softball vs Motlow State, Boaz
- Mar. 1 – Faculty Duty Days (no classes)
- Mar. 1, 12:00 noon – Baseball vs Wallace Hanceville, Boaz
- Mar. 1, 6:00 pm – PTK Induction, Bevill Center Auditorium
- Mar. 1, 6:00-8:00 pm – Cheerleading Tryouts, SSCC Gymnasium
- Mar. 2 – Faculty Duty Days (no classes)
- Mar. 2 – Deadline to Submit Collegefish Application to Phi Theta Kappa
- Mar. 2 – Softball Tournament at Wallace State
- Mar. 2, 10:30 am – Tennis vs ABAC, Alexander City Mixer
- Mar. 3 – Softball Tournament at Wallace State
- Mar. 3, 8:00 am – Hospice of Marshall County 5K Run, SSCC Gymnasium
- Mar. 3, 10:00 am – Tennis vs Hillsborough Community College, Alexander City Mixer
- Mar. 3, 5:30 pm – Tennis vs Florida State Community College, Alexander City Mixer
- Mar. 5 – Mini II Classes Begin
- Mar. 6 – Late Registration Fee Begins (Mini II)
- Mar. 6 – Last Day to Register or Add a Class (Mini II)
- Mar. 6, 8:00-10:00 am – GED Registration, Arab Center
- Mar. 6, 1:00 pm – Baseball vs Shorter College, Boaz

Adjourned

3:30 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
January 31, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Ms. Annette Cederholm, Mr. Mark Richard, Ms. Shelley Smith, Dr. Jason Watts, Ms. Teresa Walker, Ms. Tina Simons, Ms. Brittany Wilborn, Mr. Steve Smith, Dr. Sandy Roberts

Absent

Ms. Melissa Rice, Mr. Randy Maltbie, Ms. Marie Smith

Convened

1:33 p.m.

Old Business

1. SPOL Unit Objectives Review
 - Deferred.
2. Update on Administration Building Renovation
 - Problems with the roofing have created a delay with the project, but the contractors have not yet conceded a delay, which means they are hoping to get back on track.
 - Mr. Richard has a meeting with the contractors on Thursday.
3. Expectations for Cabinet Members
 - Deferred.
4. Naming of Banner System
 - Ms. Smith presented three logo options for the mySnead name. The Cabinet discussed and offered suggestions. Once the changes have been made, Ms. Smith will e-mail the new logo to the Cabinet for another review.

New Business

1. American Red Cross Fundraiser "A Little Touch of Red"
 - Dr. Cederholm presented information about the College being a sponsor. The Cabinet opted to be an advertiser in the event program, and Dr. Cederholm will check to see if that option is available.

2. All Alabama Academic Team Recognition Program
 - Anyone wanting to attend should coordinate the details with Mr. Cannon.
3. College Governance Structure
 - The Cabinet approved suggested revisions.
 - The Cabinet also discussed the organizational chart. Any revisions that need to be made should be submitted to Dr. Exley.
4. Open Discussion
 - Dr. Watts provided an overview of the SACs meeting he attended in Atlanta. He also discussed the upcoming site visit for review of the dual enrollment program at Arab High School.
 - Dr. Exley asked those who can to attend the Legislative Breakfast on Feb. 1.
 - Ms. Wilborn provided information on Homecoming on Thursday.
 - Dr. Exley reminded everyone of the Strategic Planning Retreat coming up.
 - Ms. Wilborn provided an overview of the Presidential Scholars trip to Washington D.C.
 - Ms. Walker reported on the Career Expo planning meeting held on Friday. The committee suggested changing the time of the Expo from 3-6 p.m. to 1-4 p.m.
 - Ms. Smith provided an update on the Larry Gatlin Benefit Performance on March 14 with proceeds benefitting the Jennifer Hallmark Scholarship Fund.
 - Mr. Richard discussed professional development opportunities and encouraged participation.
 - Dr. Exley asked for opinions on two issues coming before the Tuition Waiver/Scholarship Review Committee of which he is co-chair. The issues concern setting aside waivers for Skills USA winners and setting aside waivers for dual enrollment students.

Upcoming Events

- Last Day for Other State/Federal Aid Charges – January 31
- SACSCOC Substantive Change Committee Visit – February 1-3
- Legislative Breakfast – February 1, 7:30 am, SSCC Cafeteria
- Basketball vs. Wallace-Hanceville – February 2, 5:30/7:30, SSCC Gymnasium
- Student Homecoming – February 2, Homecoming Court to be presented between games
- GED Registration – February 7, 8:00-10:00 am, Arab Center
- Softball vs. Central Alabama – February 9, 1:00 pm, SSCC Softball Field
- GED Exam – February 10, 8:00 am, Arab Center
- Strategic Planning Retreat – February 10, 8:30 am-3:30 pm, Peoples Independent Bank
- Baseball vs. Wabash College – February 10, 12:00 noon, SSCC Baseball Field
- ACT Exam – February 11, 8:00 am, Beville Center Auditorium
- Baseball vs. Wabash College – February 11, 12:00 noon, SSCC Baseball Field
- Strategic Planning – February 13, 1:00-4:00 pm, President's Office
- Basketball vs. Lawson State – February 13, 5:30 pm/7:30 pm, SSCC Gymnasium

Adjourned
2:45 p.m.



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
January 18, 2012**

Attendees

Dr. Robert Exley, Mr. Jason Cannon, Ms. Annette Cederholm, Mr. Mark Richard, Ms. Shelley Smith, Dr. Jason Watts, Ms. Melissa Rice, Ms. Teresa Walker, Ms. Tina Simons, Ms. Brittany Wilborn, Mr. Steve Smith, Mr. Randy Maltbie, Ms. Marie Smith, Dr. Sandy Roberts

Convened

1:30 p.m.

Old Business

1. Performance Reviews Follow Up
 - Dr. Watts reported that the evaluations for full-time faculty have been completed.
 - Mr. Cannon reported only a few Student Services reviews remain to be completed.
2. SPOL Unit Objectives Review
 - Deferred.
3. Update on Administration Building Renovation
 - Mr. Richard reported that the decking on the roof had to be replaced, something that wasn't foreseen. A temporary, tarp-like roof was installed. There will be some additional cost incurred because of this.
 - Additional water was discovered accumulating in the basement, but an envelope specialist was hired to access the problem and offer recommendations.
 - An above-the-ceiling inspection is scheduled for mid-February.
4. Expectations for Cabinet Members
 - Deferred.
5. Naming of Banner System
 - Results of the student survey determined the name to be mySnead.
 - Ms. Smith will develop some sample logos using the name for review by the Cabinet.

New Business

1. SACS QEP Topics

- Dr. Cederholm reported on the selection of a QEP topic. The original suggestion of “tutoring” was determined to be too narrow, so the topic has been expanded to the Student Success and Career Center, which will incorporate tutoring services.
 - Marie Smith walked through the steps for students enrolling in TRiO, which is the model for the Student Success and Career Center. The steps include the development of an educational action plan, program orientation, tutoring, progress reports, workshops, and book loans.
2. Security Camera Installation and Notification
 - New cameras are being installed at the gym, cafeteria, and SUB.
 - Outside cameras are being put up behind the cafeteria and the gym.
 - This is phase one of maybe several installations to come. The installations are not due to a particular incident but are security measures that the College has wanted to implement for some time.
 3. Volleyball and Dance Coaches
 - Mr. Richard announced that Dee Ayres is the new volleyball coach. The second candidate who interviewed for the position could possibly end up being an assistant.
 - An announcement about the dance team coach is forthcoming.
 4. Summer Enrollment Strategies Discussion
 - Loans will be in place for the upcoming fall semester but not summer.
 - A change in federal guidelines will limit funding for students more than before.
 - The Cabinet discussed options for boosting summer enrollment, including advertising in University student publications and providing unused funding for tuition waivers.
 5. Personnel Handbook Proposals
 - a. Revision to Records Management Policy
 - The Cabinet reviewed and accepted the revisions. (See attached policy)
 - b. Addition of Confidentiality of Records Policy
 - The Cabinet reviewed and accepted the revisions. (See attached policy)
 - c. Academic Freedom Policy
 - The Cabinet reviewed a draft of the policy.
 6. SSCC Commencement
 - The Cabinet agreed to change the time for Commencement from 7 p.m. to 5 p.m.
 - The Cabinet discussed possible speakers for Commencement.
 7. Open Discussion

- Discussion was held on the Spring enrollment. Everyone is to encourage students to enroll for the Mini II term.

Upcoming Events

- History Club Fundraiser – Every Wednesday in January, 5:00-8:00 pm, Zaxby's in Boaz
- Marshall County Basketball Tournament – January 16-21, SSCC Gymnasium
- Presidential Scholars – January 19-22, Trip to Washington, DC
- Exchange – January 19, 2:00 pm, SSCC Cafeteria
- GED Registration – January 20, 8:00-10:00 am, McCain Student Success & Career Center
- GED Exam – January 20, 8:00 am, Arab Center
- GED Exam – January 23, 5:00 pm, Boaz Campus
- Basketball vs. Shelton State – January 23, 5:30/7:30, SSCC Gymnasium
- GED Exam – January 24, 5:00 pm, Boaz Campus
- Women's Basketball vs. Cleveland State – January 24, 5:00 pm, SSCC Gymnasium
- Spring Club Rush – January 25, 10:30-11:00 am, SUB
- Spring Club Rush – January 26, 10:30-11:00 am, SUB
- GED Registration – January 27, 8:00-10:00 am, McCain Student Success & Career Center
- GED Exam – January 28, 8:00 am, Boaz Campus
- Basketball vs. Southern Union – January 28, 1:00/3:00, SSCC Gymnasium
- SACSCOC Orientation for 2014 Review – January 30, Atlanta
- Last Day for Other State/Federal Aid Charges – January 31
- SACSCOC Substantive Change Committee Visit – February 1-3
- Legislative Breakfast – February 1, 7:30 am, SSCC Cafeteria
- Basketball vs. Wallace-Hanceville – February 2, 5:30/7:30, SSCC Gymnasium
- Student Homecoming – February 2, Homecoming Court to be presented between games
- GED Registration – February 7, 8:00-10:00 am, Arab Center

Adjourned

3:45 p.m.

POLICY 439.01 : Records Management**EFFECTIVE:****SUPERSEDES:** College Handbook, Revised November 2006**SOURCE:** *Code of Alabama* 41-13-21; 36-12-2**CROSS REFERENCE:** State Board Policy 214.01

The Records Management Division of the Alabama Department of Archives and History serves as the administrative body of the State Records Commission. As such, Snead State Community College adheres to the policies and procedures set forth by the Alabama Department of Archives and History.

All Snead State Community College employees are required by law (*Code of Alabama* 36-12-2) to create and maintain records that document the conduct of the business of their offices. All records created or received in the course of work, including written, electronic, audio, and video records, are governmental records and, as such, must not be disposed of or removed without proper authorization.

No records should be destroyed until an employee submits a Records Destruction Notice and receives written approval from his/her supervisor and the Chief Student Services Officer.

Specific retention periods for the records created by Snead State Community College are listed in the Alabama College System Records Disposition Authority (RDA). Each employee of the College has a responsibility to become familiar with this document. A copy of the RDA may be obtained from the Chief Student Services Officer, who serves as the Records Liaison with the Alabama Department of Archives and History.

POLICY XXXXX : Confidentiality of Student Records

EFFECTIVE:

SUPERSEDES:

SOURCE: *The Family Education Rights and Privacy Act of 1974*

CROSS REFERENCE: State Board Policy 809.01

Confidentiality and access to student record information is administered in accordance with the *Family Education Rights and Privacy Act of 1974*, also known as the Buckley Amendment. This federal law was designed to establish the rights of students to inspect and review their education records, prevent the release of educational records to third parties without written permission of the student, and to provide guidelines for the correction of inaccurate or misleading data through formal and informal hearings.

Information contained in education records is confidential but may be reviewed by school officials who have a legitimate educational interest in the student without prior consent of the student. "School official" is defined as an individual classified as faculty, administrative, professional, or staff. A school official has a legitimate educational interest if a review of a student's record is necessary to fulfill the official's professional responsibilities at Snead State Community College.

Directory information may be released without prior written consent of the student unless the student formally requests that such information be kept confidential. Directory information is limited to the following: student's name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height statistics for athletic team members, dates of attendance, grade level, enrollment status, degrees and awards received, previous educational colleges most recently attended, photographs, and honors.

A statement concerning student records, including procedures for inspecting, reviewing and amending records, is provided in the *SSCC Student Handbook*.

All Snead State Community College employees are required to sign an agreement acknowledging understanding of *The Family Education Rights and Privacy Act of 1974*.

**Statement of Understanding of
The Family Education and Privacy Act of 1974 (Buckley Amendment)**

I understand that because of my employment with Snead State Community College, I may have access to student educational, financial, disciplinary, and employment records that contain personally identifiable information, the disclosure of which is prohibited by the *Family Education and Privacy Act of 1974* (FERPA; Buckley Amendment).

I acknowledge that I fully understand that disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by the FERPA law. I further acknowledge that any such willful or unauthorized disclosure also violates the College policy on confidentiality of student records and could constitute just cause of disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

By signing this document, I agree to keep all student records of all kinds, student information, and any student files confidential. I will not disclose any type of student information or records to any unauthorized person while working for Snead State Community College or after my employment ends at the College.

(Employee Name)

(Employee Signature)

(Date)

(HR Representative or Supervisor Signature)

(Date)