



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**January 16, 2013**

**Attendees**

Mr. Randy Maltbie, Dr. Robert Exley, Ms. Tina Simons, Ms. Brittany Goble, Mr. Mark Richard, Dr. Jason Watts, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Amy Langley

**Absent**

Dr. Annette Cederholm, Ms. Melissa Rice, Ms. Teresa Walker

**Convened**

1:30 p.m.

**Old Business**

1. Update on Tobacco Free Campus
  - The Cabinet discussed a few issues that have been addressed since the beginning of the Spring semester.
  - Mr. Richard said signs would be placed around the gym for the Marshall County Basketball Tournament next week.
  - The Cabinet discussed more permanent signage around campus that would include a statement about Snead State being a tobacco free campus.
  
2. Website and SACS Discussion
  - Dr. Watts provided a SACS update and shared information about the use of website links as documentation within the Compliance Assist program. Dr. Watts said as people review SACS information in Compliance Assist, if they see changes or instances where documentation needs to be added, they are free to make those changes.
  - Ms. Smith provided an update on changes to the website. Ms. Smith and Dr. Exley are reviewing the structure of the website to decide what updates should be made.

**New Business**

1. Update from Cabinet Members
  - Mr. Richard will participate in a conference call on Thursday in regard to a state funding formula. A presentation on this topic will be given to the ACCS presidents on Jan. 23. Mr. Richard also reported a couple of facility issues as a result of the excessive rain over the last few days. He closed his report with an announcement that the City of Boaz will be replacing an old water main on West Mann sometime in the near future.
  - Mr. Maltbie reported intermittent phone issues with the "8" dial out that is being worked on.
  - Dr. Watts reported that Spring classes began well with only minor issues that were dealt with. Credit hour production and head count are both up this semester. He was also accepted to the Rouche Future Leaders Institute.

- Dr. Langley reported a leak issue in the computer lab at the Health Sciences Building. NCLEX prep has begun for second level nursing students. Students have clinicals on Thursday and Friday, so if the weather becomes a concern, a decision regarding delays or closures needs to be made early enough to inform instructors and nurses.
  - Mr. Cannon reported that scholarship season has kicked off with the application deadline being March 1. He also mentioned a scholarship opportunity that he will send information about to students. During the fall semester, 71 credentials were awarded with nine of those being certificates. Student Services is working with the Business Office to identify students who have not paid and haven't attended class for the purpose of dropping those students from enrollment.
  - Ms. Simons reported the state auditors left on Monday.
  - Ms. Goble reported a steady stream of foot traffic through the Student Success and Career Center. The student Welcome Back Week activities went great, but the weather seemed to have slowed student participation in Club Rush.
  - Ms. Smith provided an update on the Status of the College report and the website updates.
2. Organizational Chart
    - The Cabinet reviewed the chart and made notes of changes during the meeting. The changes were submitted to Dr. Exley at the end of the meeting.
  3. Technology Day at Calhoun Community College
    - Jan. 31, 2013
  4. AACC Annual Convention
    - April 20-23, 2013, in San Francisco, CA
    - Cabinet members are to let Dr. Exley know if they want to attend.
  5. NISOD
    - May 26-29, 2013, in Austin, TX
    - Dr. Exley, the four Chancellor's Awards nominees, Dr. Jonathan Watts and Dr. Watts will be attending. Dr. Jonathan Watts, Dr. Watts, and Dr. Exley will be giving presentations.
  6. Open Discussion
    - Dr. Exley, Dr. Cederholm and Ms. Walker will attend the upcoming PARCA meeting.
    - The Cabinet discussed the inclement weather advisory and determined a time to make a decision regarding closings or delays. If the College does close or delay, Mr. Richard will notify the media, Mr. Maltbie will take care of the SchoolCast notification, and Ms. Smith will post the information on the website and the social media sites.

### **Upcoming Events**

- Jan. 17 – Marshall Co Leadership Challenge Campus Visit, 3:00-3:45, Administration Building  
 The Final Countdown Concert, 6:30 pm, Bevill Center  
 SSCC Community Choir Rehearsal, 7:00 pm, Maze Music Building
- Jan. 18 – Marshall County Youth Tour Competition, 10:00-12:00, Administration Building
- Jan. 21 – Martin Luther King/Robert E Lee Holiday (College Closed)
- Jan. 21-26 – Marshall County Basketball Tournament, Plunkett-Wallace Gymnasium
- Jan. 22 – Basketball vs Southern Union, 5:30/7:30, Wadley
- Jan. 24 – Basketball vs Lawson State, 5:30/7:30, Birmingham  
 SSCC Community Choir Rehearsal, 7:00 pm, Bevill Center
- Jan. 28 – Basketball vs Shelton State, 5:30/7:30, Tuscaloosa

Jan. 30 – Resume Workshop for Students, 2:00-5:00, McCain SSCC

Jan. 31 – The Exchange, 2:00 pm, TBA

Men's Basketball vs Marion Military, 7:30, Plunkett-Wallace Gymnasium

Feb. 1 – Counselors Day, 8:00-2:00, Administration Building

Feb. 2 – Freedom/College Street Singers Reunion Concert, 7:00 pm, Bevill Center

Feb. 4 – Alumni Night Out Chili Supper, 5:00 pm, Plunkett-Wallace Gymnasium

Basketball vs Gadsden State, 5:30/7:30, Plunkett-Wallace Gymnasium



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**February 4, 2013**

**Attendees**

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

**Absent**

Mr. Randy Maltbie, Ms. Tina Simons

**Convened**

9:30 a.m.

**Old Business**

1. Update on Tobacco Free Campus
  - A few issues in regard to enforcement were discussed, but overall the implementation of the tobacco free policy has been going well.
  
2. Website and SACS Discussion
  - Ms. Smith had nothing new to report regarding the website.
  - Dr. Watts reported that a few things still needed to be completed for the SACS report. The goal is to have them completed by March 1. Three of the remaining standards were ready for editing and three had to be written.

**New Business**

1. Update from Cabinet Members
  - Ms. Goble reported that the busy time for the student organizations was gearing up. Traffic through the Student Success and Career Center had been steady with a majority of the inquiries focusing on the Spring Mini II term.
  - Ms. Walker provided a fall enrollment report for the Career Skills program. The program generated \$406,000 in gross revenue with 48 program completers enrolling in college. She also reported that the second round of welding has started, and that a good number of completers from the first round found jobs.
  - Ms. Rice said she was working with Cargill and Associates on gathering completed surveys in regard to the Case for Support for a Capital Campaign. Out of 180 surveys sent, 112 responses were received.
  - Mr. Richard reported he had a meeting on Monday in regard to the formula funding for the system. He also provided an update on the buildings that received new lighting through an energy grant: Weathers, Music, Bevill, gym, English and cafeteria/art.
  - Dr. Watts said the summer schedule was being put together, keeping in mind last year's trend of more online students versus on campus students.

- Ms. Smith reported that the job posting for web specialist was still open. The Alumni Chili Supper was coming up Feb. 4, and Gadsden State was helping in the promotion of that event.
  - Mr. Cannon reported that a job posting for a financial aid director was open. Counselor Day went well and included representatives from Career Centers in addition to the area counselors. Registration for Mini II closes March 6.
2. Student Email Communications
- The Cabinet discussed the viability of the student email system and the possibility of implementing controls so only authorized personnel could send emails. Ms. Goble and Mr. Cannon will research the situation and provide recommendations at the next meeting.
3. Open Discussion
- The Cabinet discussed the Boaz Chamber Legislative Breakfast held in the Administration Building earlier that morning. Dr. Exley informed the Cabinet about his meeting after the breakfast with the Delegation, Chancellor Mark Heinrich, and Dean Argo with Postsecondary.
  - S Day is scheduled for April 24.
  - The Student Government Association is discussing the organization of a campus clean up day.
  - Topics that are being addressed by the Safety and Property Committee include parking/speed bumps and assigned faculty/staff parking.
  - Dr. Exley said he and Mr. Richard will meet with Phil Black with Krebs to discuss updating the Campus Master Plan.

### **Upcoming Events**

- Feb. 4 – Alumni Night Out Chili Supper, 5:00 pm, Plunkett-Wallace Gymnasium  
Basketball vs Gadsden State, 5:30/7:30, Plunkett-Wallace Gymnasium
- Feb. 7 – Community Choir Rehearsal, 7:00 pm, Maze Music Building
- Feb. 9 – Basketball vs Chattahoochee Valley, 2:00/4:00, Plunkett-Wallace Gymnasium  
Baseball vs West Georgia Tech, 12:00 noon, SSCC Baseball Field
- Feb. 9-10 – Softball, Chipola Tournament, Marianna, FL
- Feb. 11 – Baseball vs Martin Methodist, 12:00 noon, SSCC Baseball Field
- Feb. 12 – Womanless Beauty Pageant sponsored by SGA, 6:00 pm, Fielder Auditorium
- Feb. 13 – Baseball vs Bryan College, 12:00 noon, SSCC Baseball Field  
Education Budget Hearing for DPE, 2:30 pm, Alabama State House
- Feb. 14 – Softball vs Central Alabama, 1:00 pm, SSCC Softball Field  
Basketball vs Southern Union (Homecoming), 5:30/7:30, Gymnasium  
Community Choir Rehearsal, 7:00 pm, Maze Music Building
- Feb. 15-16 – Softball, Gadsden State Tournament, Gadsden, AL  
Boaz Softball Basketball Tournament, Plunkett-Wallace Gymnasium
- Feb. 18 – Baseball vs Shorter College, 12:00 noon, SSCC Baseball Field  
Basketball vs Lawson, 5:30/7:30, Plunkett-Wallace Gymnasium



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**February 20, 2013**

**Attendees**

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

**Absent**

Dr. Jason Watts, Mr. Randy Maltbie

**Convened**

2 p.m.

**Old Business**

1. Website and SACS discussion

- Dr. Exley reported that we are close to completing the SACS report. There are a few areas of concern in regard to faculty credentials, but it was nothing unexpected. He has reviewed a majority of the report, checking for typos and consistency in formatting.
- Ms. Smith reported that 10 applications have been received for the vacant Web Specialist position. The job posting closes Tuesday. The committee has been selected to weed through the applications.

**New Business**

1. Update from Cabinet Members

- Jason Watts is in Phoenix attending the Future Leaders Institute.
- Dr. Cederholm thanked everyone for being available for the visitors from Enterprise. They gave rave reviews of the College and the utilization of space.
- Mr. Richard said they were almost finished with the HVAC replacements on the Boaz campus that are covered under the energy grant. Sophomore Night for basketball, dance, cheer and Jazz Band is tomorrow night. The budget process may need to start sooner than usual, and he will send something out soon to the Cabinet. There is still not a clear picture on appropriations for the upcoming fiscal year, but the focus should still be on recruiting more students to offset any funding declines.
- Ms. Walker mentioned the Open House for Ready to Work at the Bevill Center on Monday and at Marshall Technical School on Tuesday. A five-day training hosted by ATN will be held at Arab. Excel training is going on for Progress Rail employees, and some project management classes are in the works. Enrollment at Arab is looking good for the spring Mini II term, but she anticipates a few more to enroll once the Mini I term is over. She plans to survey Arab students to get an idea of what classes and what times students are wanting.
- Mr. Cannon said that College Goal Sunday will be held this Saturday. The Student Services Office plans to host its own internal FAFSA workshops at Boaz and Arab sometime in April.

- Ms. Smith reported that events are gearing up for the spring which is the busiest time. She has been working on several Alumni events that are coming up.
  - Dr. Exley said he is planning a two-day offsite Cabinet retreat sometime during Spring Break.
2. Library Committee
- Dr. Cederholm presented a request to resurrect the Library Committee to assist John Miller in updating the library manual and in identifying additional online resources instructors may need.
  - After questions and discussion, the Cabinet determined that the tasks should lie within Mr. Miller's job responsibilities, but that he should seek input from the existing Academic Committee on matters concerning the library.
3. Open Discussion
- The job posting for Financial Aid director was extended two weeks and will close in March. Four applications have been received so far.
  - Dr. Exley led discussion on challenges/concerns/best practices for supervisors allowing the Cabinet members to share their own experiences. He encouraged Cabinet members to talk about any challenges or concerns with each other and to keep the line of communication open.
  - There is a meeting Friday with Steve Batson from Cargill and Associates to review the report compiled from the surveys on the Capital Campaign Case for Support.

### **Upcoming Events**

- Feb. 20 – Race To Remember Team Kickoff, 10-11:15 am, SUB
- Feb. 21 – Last Day to Withdraw, Mini I Class  
Basketball vs Shelton State, 5:30/7:30 pm, Plunkett-Wallace Gymnasium  
Community Choir Rehearsal, 7:00 pm, Maze Music Building
- Feb. 22 – Pre-Campaign Survey Report, 9:00 am, Administration Building (room 108)  
Softball vs Motlow, 1:00 pm, SSCC Softball Field
- Feb. 23-24 – Baseball vs Wabash College, 12:00 pm, SSCC Baseball Field
- Feb. 23 – College Goal Sunday, 9:00 am, McCain SSCC
- Feb. 25 – The Exchange, 2:00 pm, Cyber Library  
Ready to Work Open House, 4:00-6:00 pm, Bevill Center  
Fine Arts Faculty Showcase, 7:00 pm, Fielder Auditorium
- Feb. 26 – Ready to Work Open House, 4:00-6:00 pm, Marshall Tech School
- Feb. 27 – Last Class Day, Mini I
- Feb. 28 – Final Exams, Mini I  
Alabama State Board of Education Meeting, 9:30 am, Montgomery  
Corley Elementary 3<sup>rd</sup> Grade Music Program, 6:30 pm, Bevill Center Concert Hall  
Community Choir Rehearsal, 7:00 pm, Maze Music Building
- Mar. 1-2 – Wallace State Softball Tournament, Cullman
- Mar. 2 – Baseball vs Wallace-Hanceville, 12:00 pm, SSCC Baseball Field  
Hospice of Marshall County Race to Remember, 8:00 am, SSCC Campus
- Mar. 2-9 – ACCC Men's and Women's Basketball Tournament, Hanceville
- Mar. 4 – Community Wind Band Rehearsal, 6:30 pm, Maze Music Building
- Mar. 5 – Spring Classes Begin, Mini II  
ALACRAO Transfer Fair, 9:30-11:30 am, SUB  
Softball vs Cleveland State, 1:00 pm, SSCC Softball Field
- Mar. 7 – Disney Institute, Guntersville State Park  
Perkins Compliance Visit, 10:00 am-2:00 pm



**SNEAD STATE COMMUNITY COLLEGE  
PRESIDENT'S CABINET MEETING  
March 6, 2013**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Amy Langley, Dr. Jason Watts, Dr. Annette Cederholm, Ms. Melissa Rice

**Absent**

Mr. Mark Richard, Mr. Randy Maltbie, Ms. Teresa Walker, Ms. Brittany Goble, Tina Simons

**Convened**

1:30 p.m.

**Old Business**

1. Website and SACS discussion

- Dr. Exley reported that we are almost completed with the SACS report. The goal is to mail the report by Thursday or Friday. The SACS on-site visit is Oct. 29-31. Dr. Exley expressed his appreciation for everyone's hard work on the report.
- Ms. Smith announced that the posting for the web specialist position was cancelled due to a lack of qualified applicants. She is in the process of developing a "Plan B" to address website needs, though no major changes to the website will be made until after the SACS visit.

**New Business**

1. FY 14 Budget

- Everyone should send their budget requests for Mr. Richard ASAP. Dr. Exley said there was no new, reliable information on state appropriations to share with the group.

2. Events Communication Update

- Ms. Smith updated the Cabinet on the progress of the Events Communication Committee. The group is working the "kinks" out of the new event/facility request policy. She asked that the Cabinet remind their employees that the policy applies to everyone. The request policy should be followed anytime a campus facility will be used for an event or activity to ensure there are no scheduling conflicts.
- The Committee is also working on a uniform rental procedure for people off-campus who want to use a facility for an event or meeting.



### 3. Community Reception for Chancellor Heinrich

- The reception is April 4 at Progress Rail. It's a come-and-go event being held from 5-7 p.m.
- There will be a small program starting at 5:30 or 5:45 p.m. during which Progress Rail will share information and Chancellor Heinrich will have an opportunity to address the group.

### 4. Open Discussion

- The Cabinet discussed who would attend the Arab Chamber Banquet on March 14. Dr. Cederholm and Dr. Langley agreed to attend. Ms. Smith will check with Ms. Walker about attending.
- Ms. Smith will check about obtaining tickets to the Boaz Chamber Banquet on April 9, which will be held at Snead State.
- Dr. Watts shared his experiences at the recent Future Leaders Institute.
- Dr. Cederholm shared the results of the SENSE survey. It was agreed the results would make for a positive press release, but due to the expense, the results did not warrant the College continuing the survey services with SENSE at this time. The Cabinet agreed to have Dr. Cederholm look for other survey services that would meet the College's needs but be more affordable and less labor intensive. Dr. Cederholm recommended that, now that baseline data has been collected, the College could do another SENSE survey four or five years from now, after the QEP implementation, to see how the results compare.

### **Upcoming Events**

Mar. 6-22 – TRiO Food Pantry Drive

Mar. 6 – Last Day to Register/Add Mini II Class

Softball vs Cleveland State, 1:00 pm, SSCC

Cheerleading Tryouts, 6:00-8:00 pm, Gym

Mar. 7 – Disney Institute, Guntersville State Park

Perkins Compliance Visit, 10:00 am-2:00 pm

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

Mar. 8 – Softball vs West Georgia Tech, 1:00 pm, SSCC

Explosion 2013, 6:00 pm, Bevill Center Concert Hall

Mar. 11 – Tennis vs Stillman College (Exhibition), 1:00 pm, SSCC

Piano Scholarship Auditions

Mar. 12 – College Street Singers Auditions

Corley Elementary 2<sup>nd</sup> Grade Music Program, 6:30 pm, Bevill Center Concert Hall

Mar. 13 – Softball vs Motlow, 1:00 pm, SSCC

Tennis vs Itawamba Community College, 1:00 pm, TBA

Mar. 14 – ACCS Leadership Day, Montgomery

State Board Work Session, 10:30 am, Montgomery

Baseball vs Shelton State, 12:00 pm, SSCC

Softball vs Central Alabama, 1:00 pm, SSCC

College Street Singers Auditions

City of Boaz Public Hearing on Recreation/Aquatic Center, 6:30 pm, Fielder Auditorium

Community Choir Rehearsal, 7:00-8:30 pm, Maze Music Buiding

Mar. 15 – College Street Singers Auditions

Mar. 16 – College Street Singers Auditions

Tennis vs Hazel Green High School (Exhibition), 10:00 am, SSCC

Mar. 18 – Community Wind Band Rehearsal, 6:30-8:00 pm, Maze Music Building

Mar. 19 – Employee Health Screenings, 8:00-12:00 noon, Bevill Center Kitchen Area

Softball vs Marion Military, 1:00 pm, SSCC



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**March 20, 2013**

**Attendees**

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

**Absent**

Dr. Amy Langley

**Convened**

2 p.m.

**Old Business**

1. Website and SACS discussion
  - A draft of the monitoring report will be sent Monday. A lot of the information used in the reaffirmation report was helpful in completing the monitoring report.
  - Ms. Smith reported no new updates with the website.
2. FY 14 Budget
  - Mr. Richard reported that he has received budget requests from each area. The requests totaled \$3 million.
  - Cabinet members were also encouraged to submit ideas for budget reductions/savings.
  - There was no news on state appropriations for FY 14.
  - There will be an automatic \$2 per credit hour tuition increase for the next budget year, and a request has been made to Postsecondary to increase some fees.
  - There is an opportunity to refinance some older debt, but Mr. Richard and Dr. Exley will carefully determine the best time to take advantage of this.
  - Training is in the works for the Cabinet in using the budget monitoring portion of Banner.
3. Dr. Heinrich Reception
  - April 4 at Progress Rail. Drop in from 5-7 p.m.

**New Business**

1. The Chamber, Gadsden/Etowah County Business and Gravy Speed Networking
  - March 21 from 7:45-9 a.m.
  - Dr. Exley is unable to attend and offered for anyone on the Cabinet to attend in his place. Ms. Smith was already registered to attend.
2. Marshall County Legislative Reception
  - April 17 from 5-7 p.m. at the Renaissance Montgomery Hotel, presented by Marshall County Economic Development.
  - The Jazz Band is scheduled to perform.

- Dr. and Mrs. Exley are scheduled to attend, and anyone else needs to let Ms. Smith know so she can RSVP with MCED.
3. Storm Debriefing
- Because of the unexpected inclement weather on Monday, the Cabinet discussed response and notification of students and media.
  - It was discovered that the media was not notified in time to get the word out to students, and the emergency alert was not sent out. No signs were placed on the doors to alert students who came to campus that classes were cancelled. Lack of power and cell reception contributed to the problems with notification.
  - The Cabinet discussed ideas on how to respond in future situations similar to this, including posting signs on the doors and having a Cabinet member or employee remain on campus with security to notify any students who come to campus unaware of cancellations. Another idea was to set up a weather station in the data center that would be connected to the generator and could be used to send out notifications in the event that power was lost and cell phones were not productive.
  - Ms. Smith will develop a contingency plan to include with the weather notification plan for the Cabinet to review.
  - Ms. Smith has also contacted media to discuss various methods of communication in the event of school cancellations or closing.
4. Open Discussion
- Some of the athletic teams are trying to set up opportunities for the athletes to help with clean-up efforts after Monday's storms.
  - Dr. Exley reported that the planning committee is close to narrowing down the focus of a capital campaign with the target at \$2-8 million. There is a lot of work to do in preparation of the campaign, but there are also a lot of opportunities to coordinate planned giving, which were unexpected prior to the survey.
  - The Legacy Campaign currently has a balance of about \$16,000.

### **Upcoming Events**

Mar. 6-22 – TRiO Food Pantry Drive

Mar. 20 – Volleyball vs Gadsden State (Exhibition Game), Gadsden

Mar. 21 – The Chamber, Gadsden/Etowah County Business & Gravy Speed Networking, 7:45 a.m.

Baseball vs Lawson State, 12:00 noon, SSCC

The Exchange, 2:30 p.m., Cyber Library

Community Choir Rehearsal, 7:00 p.m., Maze Music Building

Mar. 23 – Dance Team Tryouts, 9:00 a.m., Plunkett-Wallace Gymnasium

Mar. 25-29 – SSCC Spring Break

Mar. 25 – Frequency “LOVE”, 6:30 p.m., Beville Center Concert Hall

Mar. 26 – Baseball vs Southern Union, 12:00 noon, SSCC

Mar. 28 – Baseball vs Calhoun, 12:00 noon, SSCC

Community Choir Rehearsal, 7:00 p.m., Maze Music Building

Apr. 1 – Community Wind Band Rehearsal, 6:30 p.m., Maze Music Building

Apr. 2 – Softball vs Gadsden State, 1:00 p.m., SSCC



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**April 3, 2013**

**Attendees**

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

**Absent**

Ms. Brittany Goble, Ms. Melissa Rice

**Convened**

9:30 a.m.

**Old Business**

1. FY 14 Budget

- The outlook is not positive. Mr. Richard said we're still waiting on more analysis from DPE on the proposed budget, but he's not hopeful.
- There will be expenditure increase for mandatory step raises, but Mr. Richard said he had not heard on the amount of increases coming for insurance and retirement.
- Dr. Exley said he anticipates summer enrollment to be good. Mr. Cannon reported that Student Services has already received calls regarding transient enrollment for summer, and he is tracking from which universities the students are coming from for marketing purposes.
- Amanda Childress also e-mailed current students regarding assessments of their financial aid status if they plan to attend summer semester and has received some response.

2. Dr. Heinrich Reception

- April 4 between 5-7 p.m. at Progress Rail.
- The Cabinet is asked to attend if at all possible.
- About 100 people are expected to attend.
- At about 5:45 p.m., the Chancellor and representatives from Progress Rail will present brief remarks.

3. Marshall County Legislative Reception

- April 17 from 5-7 p.m. at the Renaissance Montgomery Hotel, hosted by Marshall County Economic Development
- Dr. Exley and Dr. Langley are expected to attend.

**New Business**

1. Non-traditional Student Grant Proposal

- Grant funds may be requested up to \$60,000 to be spent between May 15-Sept. 30.
- The purpose of the grant is to implement a plan for the recruitment, promotion or retention of students in occupations non-traditional according to gender or ethnicity.

- Mr. Cannon said the focus would be on recruiting through events and networking with high school, elementary school and middle school students. If anyone has ideas of events, please send those to Mr. Cannon.
- Deadline to apply is April 30.
- The Cabinet agreed to pursue the grant.

## 2. Open Discussion

- Mr. Maltbie reported on a meeting he and Dr. Exley had with Ellucian to discuss additional training resources provided for free as compensation for inadequate training in using Banner.
- Two former students have been accepted into Auburn's pharmacy school, Cassi Upton and Trey Packard.
- Dr. Exley reported on the first round of interviews for the Presidential Scholars program. Twenty applicants are being interviewed.
- Brittany Goble and four students are in San Jose, Calif., for the Phi Theta Kappa International Convention.
- Ms. Walker said 60 exhibitors were lined up to participate in Tuesday's Career Expo.
- Dr. Watts will be going next week to Jacksonville, Fla., to receive the award given to the College for the Finish What You Start campaign.
- Noises Off opens next week.
- Brady Keel will be representing Snead State at next week's State Board of Education meeting as a successful student to illustrate the success of Finish What You Start.

## Upcoming Events

- Apr. 3 – Baseball vs Wallace-Hanceville, 12:00, SSCC
- Apr. 4 – George Wallace Jr. Presentation, 10:30 am, Fielder Auditorium  
Reception for Chancellor Heinrich, 5-7 pm, Progress Rail  
Community Choir Rehearsal, 7:30 pm, Maze Music Building
- Apr. 5 – High School Scholars Bowl Tournament, 8:00 am, SSCC
- Apr. 6 – Softball vs Wallace State, 2:00 pm, SSCC
- Apr. 8 – Summer Advisement Begins  
Summer Online Registration Opens  
Baseball vs Shorter College, 12:00, SSCC  
Community Wind Band Rehearsal, 6:30 pm, Maze Music Building
- Apr. 9 – Career Exp, 12-4 pm, Plunkett-Wallace Gymnasium  
Softball vs Calhoun, 2:00 pm, SSCC  
Boaz Chamber Annual Banquet, 6:00 pm, SSCC
- Apr. 10 – Tennis vs Itawamba Community College, 2:00 pm, SSCC
- Apr. 11 – Community Choir Rehearsal, 7:00 pm, Maze Music Building  
Noises Off Performance, 7:00 pm, Bevill Center Concert Hall
- Apr. 12 – Noises Off Performance, 7:00 pm, Bevill Center Concert Hall
- Apr. 13 – Noises Off Performance, 7:00 pm, Bevill Center Concert Hall
- Apr. 14 – Noises Off Performance, 2:00 pm, Bevill Center Concert Hall
- Apr. 15 – Tennis vs Marion Military, 2:00 pm, SSCC
- Apr. 16-17 – Gideons International New Testament Distribution, SSCC
- Apr. 16 – Reading of MLK Letter from Birmingham Jail, 10:30 am, Fielder Auditorium  
PTK Induction, 6:00 pm, Fielder Auditorium
- Apr. 17 – Volleyball vs Gadsden State (Exhibition), SSCC  
Marshall County Legislative Reception, 5-7 pm, Renaissance Montgomery
- Apr. 18 – SSCC Awards Day, 10:00 am, Fielder Auditorium

Noises Off Performance, 7:00 pm, Bevill Center Concert Hall  
Community Choir Rehearsal, 7:00 pm, Maze Music Building  
Apr. 19 – Marshall County Math Tournament, 8:00 am, Administration/Science Buildings  
Noises Off Performance, 7:00 pm, Bevill Center Concert Hall  
Apr. 20 – Baseball vs Shelton State, 12:00 pm, SSCC  
Noises Off Performance, 7:00 pm, Bevill Center Concert Hall  
Apr. 21 – Noises Off Performance, 2:00 pm, Bevill Center Concert Hall



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**April 17, 2013**

**Attendees**

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

**Absent**

Dr. Jason Watts, Dr. Amy Langley

**Convened**

9 a.m.

**Old Business**

None

**New Business**

1. Off-site Cabinet Retreat, May 16
  - Dr. Cederholm cannot attend.
  - Dr. Exley is hoping to have the retreat at the Progress Rail facility.
  - Cabinet members were asked to review the agenda and make notes in preparation of discussion during the Retreat.
  - Dr. Exley led the Cabinet in some discussion on some items that will be addressed in greater detail at the Retreat, such as the College's priority focus on the Arab Site, programs of student, the enrollment management plan, and identification of potential leaders within college departments.
  
2. Open Discussion
  - Summer semester enrollment looks good so far. Drops will be done May 9.
  - Dr. Watts will be asked to attend the Albertville Chamber Industry Appreciation Breakfast on April 23 at the Albertville Aviation School. Ms. Walker is already planning to attend.
  - Dr. Cederholm and Mr. Cannon will attend the Education Update hosted by the Boaz Chamber of Commerce on April 23.
  - The PTK induction was April 16. This was the largest induction class with about 90 inductees. About 70 students participated in the induction ceremony.
  - Ms. Smith provided information to the Cabinet about the VIP Commencement Reception. Mr. Cannon provided information on graduation rehearsal and the ice cream social for the graduates the Tuesday prior to graduation. The rehearsal/social is from 2-4 p.m. in April 7.

**Upcoming Events**

Apr. 17 – Volleyball vs Gadsden State (Exhibition), SSCC  
Marshall County Legislative Reception, 5-7 pm, Renaissance Montgomery



- Apr. 18 – SSCC Awards Day, 10:00 am, Fielder Auditorium  
 Noises Off Performance, 7:00 pm, Bevill Center Concert Hall  
 Community Choir Rehearsal, 7:00 pm, Maze Music Building
- Apr. 19-20 – ACCC Women’s Tennis Tournament, Decatur
- Apr. 19 – Marshall County Math Tournament, 8:00 am, Administration/Science Buildings  
 Noises Off Performance, 7:00 pm, Bevill Center Concert Hall
- Apr. 20-23 – AACC Annual Convention, San Francisco, CA
- Apr. 20 – Baseball vs Shelton State, 12:00 pm, SSCC  
 Noises Off Performance, 7:00 pm, Bevill Center Concert Hall
- Apr. 21 – Noises Off Performance, 2:00 pm, Bevill Center Concert Hall
- Apr. 22 – Community Wind Band Rehearsal, 6:30 pm, Bevill Center Concert Hall
- Apr. 23 – LifeSouth Blood Drive, 9:00-3:00, Gym  
 Softball vs Shelton State (Sophomore Day), 1:00 pm, SSCC  
 Community Choir and Dance Rehearsal, 5:00 pm, Bevill Center Concert Hall
- Apr. 24 – S Day, 10:30 am-4:00 pm
- Apr. 25 – Last Day to Withdraw from a Class for Spring  
 Community Choir and Dance Students Spring Concert, 7:00 pm, Bevill Center Concert Hall
- Apr. 26 – Marshall County Middle School Math Tournament, 7:30 am, Fielder Aud/English Building
- Apr. 27 – Jennifer Hallmark Memorial Scholarship 5K Run, 8:00 am, SSCC  
 Baseball vs Lawson State, 12:00 noon, SSCC  
 Alumni Dinner & a Show (Dinner at 5 or 7, Show at 6), Administration Building
- Apr. 28 – Community Wind Band Concert, 3:00 pm, Bevill Center Concert Hall
- Apr. 29 – Leadership Symposium and Lunch for Boaz HS Students (20), 11 am-1 pm, Seminar Room
- Apr. 30 – Last Class Day for Mini 2  
 The Exchange, 2:30 pm, Commons Area  
 Jazz Band Showcase, 7:00 pm, Bevill Center Concert Hall
- May 2 – Last Class Day for Spring Semester  
 Music Department Spring Concert, 7:00 pm, Bevill Center
- May 3-9 – Final Examinations
- May 3-4 – Studio B Dance Recital, Bevill Center Concert Hall
- May 3 – Alumni Homecoming, 6:00 pm, SUB
- May 4 – Baseball vs Calhoun, 12:00 noon, SSCC
- May 4-10 – NJCAA Women’s Tennis National Championship, Tucson, AZ
- May 5 – Sigma Kappa Delta Induction Ceremony, 2:00 pm, Fielder Auditorium
- May 7 – RN Pinning Ceremony, 6:00 pm, Bevill Center
- May 9 – Commencement, 5:00 pm, Plunkett-Wallace Gymnasium
- May 10 – Dormitory Closes
- May 10-11 – Theatre Scholarship Performance Showcase, 5:00 pm, Fielder Auditorium



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**May 1, 2013**

**Attendees**

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

**Convened**

10:30 a.m.

**Old Business**

1. Off-site Cabinet Retreat
  - May 16 at the Perry Bed and Breakfast
  
2. Commencement
  - About 190 students are participating in the ceremony May 9.
  - The rehearsal is May 7 at 2 p.m. in the gym.
  - An ice cream social for the graduates will be held in the SUB following the rehearsal.
  - The pinning ceremony for the nurses will be Tuesday, May 7, at 6 p.m. in the Bevill Center.
  - The ceremony is Thursday, May 9, at 5 p.m. in the gym. The Cabinet will meet in Norton at 4 p.m. for a reception.

**New Business**

1. Apple Executive Symposium
  - Dr. Exley and Dr. Watts discussed their trip.
  
2. Fall Convocation
  - Convocation will be held the week of Aug. 12.
  - The Cabinet discussed potential sessions, including a QEP briefing, business/industry visits to conclude with a visit to the Arab Site, new employee orientation, employee picnic, training for the mobile app/Lync/new Banner portals, faculty meetings, preventative health sessions led by the nursing faculty, and training for FERPA, ethics sexual harassment.
  - If anyone has an idea for a motivational speaker, they are to research costs for the speaker and get the suggestions to Dr. Exley.
  
3. Open Discussion
  - Summer enrollment was discussed. Drop for non-payment will be done May 9. As of right now, the head count total is greater than the credit hour production.

- Ideas for promoting summer registration were discussed, including getting some information on the monitors and choosing specific classes or programs to market. Scheduling options were suggested as a marketing focus.
- The Cabinet was asked to consider limiting access to the All Snead webmail to prohibit emails of a personal nature.
- The Cabinet agreed for Ms. Smith to pursue a grant proposal through the National Endowment of the Arts.

### **Upcoming Events**

May 2 – Last Class Day for Spring Semester

    Music Department Spring Concert, 7:00 pm, Bevill Center

May 3-9 – Final Examinations

May 3 – Alumni Homecoming, 6:00 pm, SUB

May 3-5 – ACCC State/Region 22 Softball Tournament, Alabaster

May 4 – Baseball vs Calhoun, 12:00 noon, SSCC Baseball Field

May 4-10 – NJCAA Women’s Tennis National Championship, Tucson, AZ

May 5 – Sigma Kappa Delta Induction Ceremony, 2:00 pm, Fielder Auditorium

May 6 – SSCC Baseball Open Workout, 3:00 pm, SSCC Baseball Field

May 7 – Ice Cream Social for Graduates, 2:00 pm

    RN Pinning Ceremony, 6:00 pm, Bevill Center

May 9 – VIP Commencement Reception, 4:00 pm, Norton

    Commencement, 5:00 pm, Plunkett-Wallace Gymnasium

May 10 – Dormitory Closes

May 10-11 – Theatre Scholarship Performance Showcase, 7:00 pm, Fielder Auditorium

May 16 – Cabinet Retreat, Perry House Bed & Breakfast



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**May 15, 2013**

**Attendees**

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

**Absent**

Mr. Mark Richard, Ms. Teresa Walker

**Convened**

2 p.m.

**Old Business**

1. Off-site Cabinet Retreat, May 16
  - The retreat will start at 8:30 a.m. at the Perry Bed and Breakfast in Albertville.
  - Dr. Steve Batson with Cargill and Associates will be present to review the Capital Campaign progress.
  - Cabinet members are to complete the leadership evaluation on employees and bring their notes on the Enrollment Management Plan.
2. Fall Convocation Week
  - The Cabinet selected Dr. Cederholm to organize the Convocation schedule.
  - Ms. Smith and Dr. Cederholm were to check on the availability of Convocation speakers they recommended.

**New Business**

1. Commencement Debriefing
  - The Cabinet discussed what worked and didn't work for the recent Spring Commencement Ceremony.
  - The VIP reception did not turn out the way it was hoped, so suggestions were to move it back to the Alumni House or in the Commons Area of the Administration Building. It was also suggested not having a reception, but allowing the Cabinet and the guest speaker to meet and robe at the Alumni House and walk over to the gym to meet the processional. A special breakfast for the Presidential Scholars would be held at a different time.
  - There was some confusion with the processional and recessional. The suggestion was to have one person in charge of the event, so there would not be "too many chiefs" trying to do different things. There were also some problems with the line-up.
2. Region 2 EET/INT Grant
  - Dr. Watts led discussion on this. A suggested proposal for the grant was to use the funding for an industrial maintenance program, but more information is needed to determine the viability of a program.

- The Cabinet agreed to move forward with applying for the grant once the details were determined.
3. Open Discussion
- Dr. Watts and Dr. Exley shared information about their trip to North Carolina to visit Guilford Community College and learn more about their entertainment technology program. David Welch and Johnny Brewer went on the trip as well.
  - Mr. Maltbie and Dr. Cederholm discussed a meeting they had with a Blackboard representative to discuss an upgrade to version 2012. John Miller also attended the meeting.
  - Dr. Langley reported about 150 applications were received for the RN program. About 80 slots are available.
  - Summer enrollment is down. The Cabinet discussed options to prevent registrations issues, such as drastic changes in the enrollment numbers following drops for non-payment. Options included adding a drop penalty for students and shortening the registration period.
  - Discussion was held on marketing opportunities for summer and fall. Ms. Smith will check on the cost of renting a kiosk at the Gadsden Mall to distribute information for the College.

### **Upcoming Events**

May 16 – Cabinet Retreat, Perry House Bed & Breakfast

May 20 – Sloman Kindergarten Graduation, 6 pm, Bevill Center

May 21 – Crossville High School Graduation, 4 pm, Plunkett-Wallace Gymnasium  
Asbury High School Graduation, 6 pm, Bevill Center

May 23 – Sardis High School Graduation, 4 pm, Plunkett-Wallace Gymnasium

May 24 – Dorms Open for Summer

May 26-29 – NISOD Conference

May 27 – Memorial Day Holiday

May 28 – Summer Classes Begin

May 29 – Late Registration Fee Begins

Last Day to Register or Add a Class for Full Summer/Mini I

June 3-14 – Alabama School of Gospel Music

June 10-21 – IMPACTSEED XI Summer Institute



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**June 5, 2013**

**Attendees**

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

**Absent**

Dr. Amy Langley, Ms. Teresa Walker, Ms. Melissa Rice

**Convened**

10:30 a.m.

**Old Business**

1. Fall Convocation Week

- The week will include a Retiree Brunch, faculty Blackboard training, and a guest speaker, Dave Raymond from Fun Entertainment Group.
- Other training workshops for Convocation include SACS, computer usage, QEP, FERPA, sexual harassment, mobile app training, Lync training, gun law presentation, information on policy changes, and the Capital Campaign.
- The schedule will be finalized by July 9.

**New Business**

1. New CIS Degree Option

- The Career Tech Committee will meet Monday.
- Further discussion on this item was deferred.

2. Add/Drop Fee

- Approval to implement a fee would have to be approved by the State Board of Education.
- Discussion was held on the criteria in charging the fee and what the fee should be.
- The purpose of the drop fee is to stop the churn of students continually dropping/adding classes prior to payment.
- Mr. Cannon and Mr. Maltbie are to identify the personnel who should be in on the discussion of the best methods for implementing one.

3. Open Discussion

- The Cabinet is to review the Enrollment Management Plan and update their relevant sections. The changes should be submitted to Mr. Cannon before July 9.
- Employees should be reminded that Banner portal training is available on demand and to take advantage of it.
- Ms. Simons and Mr. Richard will take the lead on setting up budget training using mySnead for the Cabinet.
- Larry Gatlin will be on campus for a holiday benefit performance on Dec. 5.
- Ms. Smith will have a summer intern working in her office through August.

- The Gerhart Chamber Music Festival will be held in October.
- Discussion was held on the options for the theatre program for the 2013-2014 year.
- The Cabinet discussed enrollment for summer.
- Dr. Exley announced John Haney has accepted the role as Director of Online Learning. Dr. Exley said he needed to be invited to the Cabinet meetings. His office will be in the Administration Building.
- Final numbers for next year's budget appropriations haven't been realized by Postsecondary yet.

### **Upcoming Events**

June 3-14 – Alabama School of Gospel Music

June 10-21 – IMPACTSEED XI Summer Institute

June 21 – Last Day to Withdraw for Mini 1 Class

June 27 – Last Class Day for Mini 1

June 28 – Final Exams for Mini 1

July 1 – Parson Days Sign-up Begins

July 2 – Classes Begin for Mini 2

July 3 – Last Day to Register or Add a Class for Mini 2

July 4 – Independence Day Holiday

July 15-24 – Parson Days

July 26 – Last Day to Withdraw for Mini 2 or Full Summer Classes

August 2 – Last Class Day for Mini 2 and Full Summer

August 5-6 – Final Exams for Mini 2 and Full Summer



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**June 19, 2013**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Jason Watts, Dr. Annette Cederholm, Dr. Amy Langley, Mr. Jacob Meredith

**Absent**

Mr. Mark Richard, Mr. Randy Maltbie, John Haney

**Convened**

2 p.m.

**Old Business**

1. Fall Convocation Week
  - Dr. Cederholm reviewed the schedule for the week. (See attached)
2. New CIS Degree Option (deferred)
3. EMP Update (deferred)

**New Business**

1. Banner Budget Training
  - Mr. Meredith conducted training on how to submit budget queries to access budget balances, budget allocations and encumbrances.
2. Ready to Work Grant Approval
  - The request is for \$60,000 to continue with the program. The Cabinet approved the request.
  - The Cabinet also approved a request to apply for a Workforce Development/Dual Enrollment grant in the amount of \$42,000 to cover fees, books and tuition for dual enrollment students in career technical programs. The Cabinet approved the request.
3. Approved Procedures for Grants and Budget Development
  - Dr. Exley sent the procedures out for review and asked the Cabinet to be cognizant in following the procedures.
4. Open Discussion
  - Nothing was mentioned.

**Upcoming Events**

June 10-21 – IMPACTSEED XI Summer Institute  
June 21 – Last Day to Withdraw for Mini 1 Class



June 27 – Last Class Day for Mini 1  
June 28 – Final Exams for Mini 1  
July 1 – Parson Days Sign-up Begins  
July 2 – Classes Begin for Mini 2  
July 3 – Last Day to Register or Add a Class for Mini 2  
July 4 – Independence Day Holiday  
July 15-24 – Parson Days  
July 26 – Last Day to Withdraw for Mini 2 or Full Summer Classes  
August 2 – Last Class Day for Mini 2 and Full Summer  
August 5-6 – Final Exams for Mini 2 and Full Summer

## Fall 2013 Convocation Week

### Monday, Aug. 12

9:00-10:00 a.m. Break-Out Sessions (mandatory for all personnel)

**Session A**

(Health Sciences Auditorium)

Ethics

FERPA

Harassment and Discrimination

Computer Usage

School Policies and Procedures

**Session B**

(Fielder Auditorium)

QEP

Security

Events

Capital Campaign

10:00 a.m. - Retiree Brunch (Commons area Admin Bldg.)

1:00-2:00 - Break-Out Sessions (mandatory for all personnel)

**Session A**

(Health Sciences Auditorium)

Ethics

FERPA

Harassment and Discrimination

Computer Usage

School Policies and Procedures

**Session B**

(Fielder Auditorium)

QEP

Security

Events

Capital Campaign

2:30-4:00 - Faculty Meeting (room 108 - Admin Bldg)

### Tuesday, Aug. 13

9:15-9:45 - State of the College - Dr. Exley (Fielder Auditorium)

10:00-11:00 - Speaker - David Raymond (Fielder Auditorium)

11:30-1:00 - Lunch meeting with Athletic Director and Coaches (optional) must RSVP (?)

2:00-4:00 - Faculty Blackboard Training (Tech. Building - T102)

### Wednesday, Aug. 14

8:30-9:30 - IT Update (Banner, Luminous, Lync - Optional) (Student Success Center Computer Lab)

9:45-12:30 - Arab Site Visit (lunch provided)

2:00-4:00 - Faculty Blackboard Training (Tech. Building - T120)

1:00-3:00 - Benefits set up by HR



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**July 3, 2013**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Jason Watts, Dr. Annette Cederholm, Dr. Amy Langley, Mr. Mark Richard, Ms. Brittany Goble, Ms. Tina Simons, Ms. Melissa Rice, John Haney

**Absent**

Mr. Randy Maltbie

**Convened**

1:30 p.m.

**Old Business**

1. Fall Convocation Week
  - Dr. Cederholm reviewed the schedule for the week.
2. New CIS Degree Option (deferred)
3. EMP Update (deferred)

**New Business**

1. Alabama Community College Leadership Academy
  - If any Cabinet member knows of anyone who needs to attend, notify Dr. Exley.
2. SACS Report
  - Dr. Watts and Dr. Exley will review the non-compliance items and present an update on correcting those items. One item was the need for a Director of Admission/Records, and that position was posted today.
  - Overall the report was great.
3. Open Discussion
  - Mr. Richard reviewed the policy outlining the budget development policy. It was originally approved in February 2008. The process was formalized and included in the policy manual. The policy passed with minor adjustments.
  - Arlene Brown resigned from her position as HR Director, effective the end of July.

**Upcoming Events**

July 3 – Last Day to Register or Add a Class for Mini 2

July 4 – Independence Day Holiday

July 15-24 – Parson Days

July 26 – Last Day to Withdraw for Mini 2 or Full Summer Classes

August 2 – Last Class Day for Mini 2 and Full Summer

August 5-6 – Final Exams for Mini 2 and Full Summer

August 7 – Dormitory Closes

August 12-14 - Convocation



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**July 30, 2013**

**Attendees**

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

**Absent**

Ms. Teresa Walker, Dr. Amy Langley

**Convened**

10:30 p.m.

**Old Business**

1. Fall Convocation Week

- The Cabinet finalized the schedule and plans. Dr. Cederholm will send out the schedule to the campus.
- Dr. Cederholm will designate those who are invited to go to the Arab Site for a visit and luncheon.
- Mr. Richard is checking with the Foundation about funding a continental breakfast for employees on Tuesday, Aug. 13.

**New Business**

1. 2013-2014 Budget

- Mr. Richard reviewed the budget requests for FY14.
- The budget and budget requests will be sent to Postsecondary for approval.

2. Open Discussion

- Mr. Haney discussed the Blackboard Conference he attended recently. He said he received some quality information on improving services through the QEP for online students. He said his goal is to build a new face for online education and take what we've done already to the next level.
- Amanda Gunnels has been assigned the HR Director position as a temporary one-year assignment.

**Upcoming Events**

August 2 – Last Class Day for Mini 2 and Full Summer

August 5-6 – Final Exams for Mini 2 and Full Summer

August 7 – Dormitory Closes

August 12-14 - Convocation



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**July 30, 2013**

**Attendees**

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

**Absent**

Ms. Teresa Walker, Dr. Amy Langley

**Convened**

10:30 p.m.

**Old Business**

1. Fall Convocation Week

- The Cabinet finalized the schedule and plans. Dr. Cederholm will send out the schedule to the campus.
- Dr. Cederholm will designate those who are invited to go to the Arab Site for a visit and luncheon.
- Mr. Richard is checking with the Foundation about funding a continental breakfast for employees on Tuesday, Aug. 13.

**New Business**

1. 2013-2014 Budget

- Mr. Richard reviewed the budget requests for FY14.
- The budget and budget requests will be sent to Postsecondary for approval.

2. Open Discussion

- Mr. Haney discussed the Blackboard Conference he attended recently. He said he received some quality information on improving services through the QEP for online students. He said his goal is to build a new face for online education and take what we've done already to the next level.
- Amanda Gunnels has been assigned the HR Director position as a temporary one-year assignment.

**Upcoming Events**

August 2 – Last Class Day for Mini 2 and Full Summer

August 5-6 – Final Exams for Mini 2 and Full Summer

August 7 – Dormitory Closes

August 12-14 - Convocation



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**August 7, 2013**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Ms. Teresa Walker, Ms. Melissa Rice, Ms. Brittany Goble, Ms. Tina Simons

**Absent**

Mr. John Haney, Mr. Randy Maltbie, Mr. Mark Richard, Dr. Amy Langley

**Convened**

1:30 p.m.

**Old Business**

1. Fall Convocation Week
  - Cabinet members are to notify each other if their offices are going to close at any time for Convocation activities.
2. New CIS Degree Option (deferred)
3. EMP Update (deferred)

**New Business**

1. Chancellor's Awards and Art Exhibition
  - Cabinet members are to think of possible nominees for the Chancellor's Awards.
  - Amanda Gunnels and Kelli Conley will draft a list of possible nominees for the Cabinet to use to make recommendations.
2. On-site Review (Office of Civil Rights Compliance)
  - Ms. Simons is reviewing the document to determine all that is involved in completing the report.
  - Dr. Exley is checking to see if the deadline to submit the report could be pushed back due to a conflict with the SACs visit.
3. Open Discussion
  - The Cabinet discussed some questions from the last meeting's budget discussion.
  - Mr. Cannon announced the three finalists for the Director of Admission/Records position were interviewed this week. Lesley Kubik has accepted the position and is working out a 30-day notice with TRiO.
  - The Career Technical Task Force report will be sent to Dr. Exley soon.
  - Ms. Walker discussed the WIA qualifying criteria changes and decreases in funding.

**Upcoming Events**

August 6-12 – School Supply Drive sponsored by SGA

August 7-20 – Fall Baseball League Registration

August 7-22 – Fall Registration

August 7 – Dormitory Closes for Summer Semester

August 12-14 – Convocation

August 15 – Dormitory Opens for Fall Semester

August 18 – Schedule Drop for Non-payment

August 19 – First Day of Fall & Mini I Classes

August 20 – Late Registration Fee Begins

    Last Day to Register or Add a Mini I Class

    Volleyball Scrimmage, 6:00 pm, Plunkett-Wallace Gymnasium

August 22 – Last Day to Register or Add a Fall Semester Class

August 23-24 – Volleyball Tournament at Wallace-Hanceville





**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**August 21, 2013**

**Attendees**

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

**Convened**

1:30 p.m.

**Old Business**

1. Grants Submission, Acceptance, and Management Procedures
  - Mr. Richard reviewed changes to the policy.
  - Mr. Maltbie made a motion, and Mr. Cannon gave a second to pass the policy.

**New Business**

1. Convocation Week Debriefing
  - After each session, participants should complete an evaluation to give us feedback on the effectiveness of each session.
  - The congruent breakout sessions were short enough to be held back-to-back in one location with everyone present together. Then the presenters can be present for both sessions.
  - A comment from an employee was made that the State of the College needs to be on Monday and not Tuesday. The Cabinet had no opinions one way or another.
  - Comments were positive about the speaker. The only suggestion was for the speaker to draw more of a connection with the presentation to higher education.
  - Positive comments were made about the Arab Site visit.
2. Contingency Plan
  - Mr. Richard reviewed a proposed Contingency Plan to implement cost savings for unexpected expenditures that are not covered in the operational budget.
  - The Cabinet agreed to adopt the Contingency Plan.
3. Open Discussion
  - The Cabinet discussed the Alabama National Guard partnership between ACCS and the National Guard to promote the Guard and educational benefits to returning soldiers.
  - The Cabinet agreed the College needs to develop more strategic plans for recruiting and providing services for veterans.
  - If any Cabinet member is going to be away for a day or two, please notify other Cabinets just for their information.

**Upcoming Events**

August 21 – Fall Registration

August 22 – Last Day to Register for Fall Full-Term and Mini I  
August 23-24 – Volleyball Tournament at Wallace-Hanceville  
August 24 – Cheerleading Clinic, 8:00 until 12:00, Plunkett-Wallace Gymnasium  
August 26 – Dr. Crystal Baird’s Visit from SACSCOC  
ACEN Visit  
Study Skills for Student Success Workshop, 12:30, Norton 101  
August 27 – Club Rush, 10:30, Gazebo  
Study Skills for Student Success Workshop, 12:30, Norton 101  
August 28 – Club Rush, 10:30, Gazebo  
August 29 – Study Skills for Student Success Workshop, 3:00, Norton 101  
August 30-31 – Volleyball Tournament, Pensacola State  
September 2 – Labor Day Holiday  
September 3-5 – ACCSPRA Annual Conference, Orange Beach  
September 3 – Study Skills for Student Success Workshop, 6:00, Norton 101  
September 4 – Study Skills for Student Success Workshop, 12:30, Norton 101  
September 5 – Presidential Scholars Luncheon/Reception, 12:30, Cyber Library  
September 6 – United Way Donations Are Due



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**September 18, 2013**

**Attendees**

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

**Convened**

2 p.m.

**Old Business**

**New Business**

1. Update from the President's Meeting on Sept. 11, 2013
  - The meeting was held at Stillman College. A review of State Board policies and procedures was on the agenda.
  - Open discussion included fall dual enrollment for career technical programs, the Legislature situation, administrative software for all colleges, and bond issues for facilities.
  - A proposal was made to establish a statewide student leadership academy to be operated by Shelton State.
  
2. Office of Civil Rights MOA Compliance Review (October 9-11, 2013)
  - All of the Cabinet members involved provided an update of progress from their respective areas.
  - The seminar room will be used for the review, and the study room will be set up for interviews conducted by the review team.
  
3. Open Discussion
  - The Cabinet agreed to submit the Chancellor's Awards nominees for the League of Innovation's John Rouche Award of Excellence.
  - Ms. Smith led discussion on the format for the 2013 State of the College report. The Cabinet agreed to keep last year's format. Information will include an update to the College profile, an update to the Enrollment Management Plan, addition of online education goals and plans, list of grants received, and an update from the Arab Instructional Site. The report will be for the 2013 calendar year. The deadline for the finished product is January 2014.
  - Mr. Richard reviewed the timeline for performance evaluations and job description reviews. A signed job description must be included with each evaluation. Amanda Gunnels and Mr. Richard will draft guidelines for updating job descriptions and will submit to the Cabinet within two weeks. They will review the timeline and make recommendations based on what works for each area.

- Mr. Richard said a budget of \$3,000 for out-of-state travel expenses has been set for each area.

### **Upcoming Events**

- Sept. 18 – Auburn College of Agriculture Fall Visit, 2-3 pm, SUB  
 Volleyball vs Wallace-Hanceville, 6 pm, Wallace-Plunkett Gym (High School Night)
- Sept. 20 – Softball – Gadsden State Playdate, TBA, Gadsden  
 Volleyball vs Jefferson Davis, 5 pm, Wallace-Plunkett Gym
- Sept. 21 – Softball – JSU Playdate, TBA, Oxford
- Sept. 22 – Baseball vs Vipers, 1:00 and 3:00 pm, SSCC Baseball Field
- Sept. 23 – Volleyball vs Lawson State, 6 pm, Wallace-Plunkett Gym  
 Community Wind Band Rehearsal, 6:30 pm, Maze Music Building  
 FCA Meeting, 8 pm, SUB
- Sept. 25 – Volleyball vs Gadsden State, 6 pm, Gadsden
- Sept. 26 – Baseball, Alabama State Tournament, 11:00 am and 1:30 pm, Montgomery  
 Monthly Reading Circle, 1 pm, Library  
 PTK Induction, 6 pm, Fielder Auditorium
- Sept. 28 – Softball, Snead State Playdate, TBA  
 Baseball, AUM Tournament, 12 pm, Montgomery  
 Volleyball vs Gulf Coast, 2 pm, Wallace-Plunkett Gym
- Sept. 30 – Last Day to Withdraw, Fall Mini I Class  
 FCA Meeting, 8 pm, SUB
- Oct. 2 – Volleyball vs Wallace-Hanceville, 6 pm, Hanceville
- Oct. 3 – Volleyball vs Wallace-Selma, 7 pm, Selma
- Oct. 4-5 – Volleyball, Pensacola State Tournament, TBA, Pensacola, FL
- Oct. 5 – Softball, Calhoun Playdate, TBA, Decatur
- Oct. 6 – Baseball, UNA Tournament, 4:00 and 6:30 pm, Florence



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**October 16, 2013**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Mr. John Haney, Mr. Randy Maltbie, Mr. Mark Richard, Dr. Amy Langley, Ms. Amanda Gunnels, Ms. Tina Simons

**Absent**

Ms. Teresa Walker

**Convened**

2 p.m.

**Old Business**

1. Office of Civil Rights MOA Compliance Review Update
  - Dr. Cederholm and Dr. Exley provided the update of the review, which overall went very well. The feedback provided was good.
  - Grievance procedures need to be clarified and included in the Student Handbook, and Dr. Exley and Mr. Cannon will work on that.
  - The EOC statement needs to be included in anything that goes out to individuals.
  - Another recommendation was to equip computers on campus with software to benefit visually and hearing impaired students.
  - Parking lots and signage were areas of improvement.
  - The ADA Coordinating Office needs to have a compilation of resources for training.
  - Fielder Auditorium is not readily accessible by limited mobility individuals, and the auditorium needs additional handicap seating.
  - A safety recommendation included improvements to the sidewalks and elimination of the parking lots on either side of the SUB.
  - The College will have two years to implement the compliance recommendations beginning when the final report is received.

**New Business**

1. SACSCOC Reaffirmation Visit (October 29-31, 2013)
  - Dr. Exley received the preliminary schedule from the visiting team and will distribute the schedule once it's finalized. The team will arrive late on that Tuesday and leave early on that Thursday.
  - About 75 percent of the team's focus will be on the QEP to determine if it's acceptable.
2. ACCA Conference (November 24-26, 2013)

- Cabinet members should notify Mr. Richard and Kelli Conley if they or any of their employees plan to attend the conference.
3. Professional Development (November 25-26, 2013)
    - Topics to be covered during Professional Development include a QEP update, SPOL update, and SPOL training as needed.
  4. Employee Cookout (Tuesday, January 7) between men's and women's games
    - The Foundation will fund the event.
    - Kelli Conley will work out the details.
  5. Employee Leave for January 2-3, 2014
    - Dr. Exley reminded the Cabinet to make sure when processing employee leave for these date that the College is adequately staffed since this is a critical registration period.
  6. Job Descriptions and Performance Evaluations
    - Updated job descriptions and performance evaluations are due in the Human Resources Office by Nov. 30.
    - When listing evaluation dates on the form, list the evaluation period instead of date of last evaluation.
    - The Cabinet should include all adjuncts and part-time workers with the exception of student workers.
  7. Open Discussion
    - Discussion was held about the revised uniform guidelines for job interviews. The President can designate a delegate to handle the final interviews for a vacancy for E level positions. The search committee ratio remains. For E positions, if many applications are received, the committee can narrow down the qualified applicants to interview the top 10 qualified individuals per the President's approval.
    - Ms. Smith provided information on the Gerhart Chamber Music Festival, the Larry Gatlin performance and the NCMPR Rising Star Award given to Miranda Collier.
    - Other topics discussed included enrollment numbers, procedures for inclement weather notification, online education progress, and Spring enrollment.
    - Dr. Cederholm reported that Snead was the first in the State to be approved for online GED testing. The choice now is to take the paper or electronic exam, but as of Jan. 1, only the online exam will be available.

## **Upcoming Events**

- Oct. 17 – Gerhart Concert, 7 pm, Fielder Auditorium
- 18-19 – Wallace Classic Volleyball Tournament, TBA, Hanceville
- 18 – Women's Basketball vs AUM (Scrimmage), 3 pm, Montgomery
- 18 – Baseball in Auburn Tournament, TBA, Auburn
- 19 – Men's Basketball in CBHoops JUCO Jam (Scrimmage), TBA, Atlanta
- 20-22 – President's Association Fall Meeting, Birmingham
- 20 – Gerhart Children's Concert, 2:30 pm, Fielder Auditorium
- 21 – Community Wind Band Rehearsal, 6:30 pm, Maze Music Building
- 22-24 – Fletcher Technical Community College Reaffirmation Committee Visit, Schriever, LA
- 22 – Halloween Hoopla (Women's and Men's Scrimmage), 6 pm, SSCC Gym
- 23 – SSCC Library Films for Fall, 2 pm, Seminar Room
- 24 – Pell Grant Check Release
- State Board October Meeting/November Work Session, Montgomery
- Alumni Student Tailgating Event, 10-11 am, Gazebo

- Library Reading Circle, 1 pm, Library
  - 25 – Baseball vs Montevallo, 3 pm, Montevallo
  - 26 – Women’s Basketball vs Talladega (Scrimmage), 2pm, SSCC Gym
  - 28 – Community Wind Band Rehearsal, 6:30 pm, Bevill Center
  - 29-31 – SACSCOC Reaffirmation Visit
  - 29 – SGA Halloween Dance, 8 pm, SUB
  - 30-Nov. 7 – El Dia de los Muertos ofrenda “Day of the Dead”, McCain Student Success & Career
- Ctr
- 30 – Mix It Up at Lunch Day, 12-1 pm, SSCC Cafeteria (Pan Latino Club)
  - 30 – Deadline to submit Equity in Athletics Survey
  - 30 – PBL Movie Night, grassy area in front of English Building
  - 31 – Alumni Brunch Mixer, 10:30 am, Rock House Eatery
  - Pumpkin Carving Contest, 10:30 am, SUB (PBL)
- Nov. 1 – Men’s Basketball vs Otero, 5 pm, West Plains, MO
- Women’s Basketball vs NW Florida State, 5:30 pm, Niceville, FL
  - 2-3 – District Volleyball Tournament, TBA
  - 2 – IMPACTSEED Technology Workshop, 8 am-1 pm, Elrod Science Building
  - Women’s Basketball vs Pensacola, 1:30 pm, Niceville, FL
  - Men’s Basketball vs MO State West Plains, 7 pm, West Plains, MO
  - 3 – Community Wind Band Concert, 2 pm, Bevill Center
  - 6 – SSCC Films for Fall, 2 pm, Seminar Room
  - 7 – Basketball Season Home Openers, Itawamba, 5:30/7:30, W/M, SSCC Gym



**SNEAD STATE COMMUNITY COLLEGE  
PRESIDENT'S CABINET MEETING  
October 31, 2013**

**Attendees**

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

**Convened**

3 p.m.

**Old Business**

1. SACSCOC Reaffirmation Visit Debriefing

- The detailed report will be sent within two weeks and will provide more detailed information in the narrative as to the findings.
- The College started with 13 compliance issues and reduced that to four recommendations at the time of the exit meeting – SACS Standards 2.9, 3.8.1, 3.8.2, and 3.10.1.
- The QEP was deemed acceptable.
- The College will have five months to address the recommendations given by the SACS team.

**New Business**





**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**November 6, 2013**

**Attendees**

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

**Absent**

Dr. Amy Langley

**Convened**

2 p.m.

**Old Business**

1. New CIS Degree Options (deferred)
2. EMP Update (deferred)

**New Business**

1. SACSCOC Reaffirmation Visit Debriefing
  - A draft of the report will be sent to Dr. Exley for a fact check within two weeks.
  - Key items will be addressed by a key group.
  - One recommendation was a core standard regarding learning resources.
  - One recommendation regarding finance had to do with the College's bond refinancing and availability of a ratio policy. Mr. Richard drafted a policy and reviewed it with the Cabinet. The policy was drafted from a model used by the University System of Ohio. The ratios will be calculated annually and published via the intranet. The ratios will also be used prior to making significant financial decisions. The Cabinet passed the policy, and the policy will be sent to the Chancellor for his information. ~~for review and approval.~~
  - Dr. Exley met Tuesday with the QEP Management Team to work out the implementation and assessment of the Plan.
  - The College started with 13 compliance issues and narrowed them down to four.
  - Two documents from the College will be due to SACS by March 24.
2. ACCA Conference (November 24-26, 2013)
  - Send names of any employees who plan to attend to Kelli Conley so she can complete the registration.
3. Professional Development (November 25-26, 2013)

- Dr. Cederholm reviewed the schedule which includes benefits seminars, a Blackboard session, and a Camtasia session.
4. Employee Cookout (Tuesday, January 7) between men's and women's games
    - The Foundation is sponsoring, and Kelli Conley and Ms. Smith will coordinate that internally.
  5. Open Discussion
    - Mr. Cannon presented a grant request for approval. The Opening Doors College Access Challenge Grant is for a maximum of \$15,000 to provide financial aid literacy programs. The proposal includes financial aid literacy presentations and FAFSA workshops at the Arab site, Marshall Technical School and Oneonta High School in addition to the College Goal Saturday event in February. Financial aid materials and tutorials will also be made available on flash drives. The Cabinet agreed to pursue the request. A copy of the proposal, budget and award letter should be filed with Ms. Rice's office.
    - Job descriptions needs to be revised and job evaluations completed and submitted to Human Resources by Nov. 30.

### Upcoming Events

- Nov. 7 – El Dia de los Muerto ofrenda “Day of the Dead” Celebration, McCain SSCC  
Basketball vs Itawamba, 5:30(W)/7:30(m), Gymnasium
- 11 – Veteran's Day Holiday
- 12 – Basketball vs Cleveland State, 5:00(W)/7:00(M), Cleveland, TN
- 15 – Alumni Night at the Theatre, 6 pm, Bevill Center Kitchen  
*Taming of the Shrew*, 7 pm, Bevill Center Concert Hall  
Men's Basketball vs Chipola, 7:30 pm, Marianna, FL
- 16 – *Taming of the Shrew*, 7 pm, Bevill Center Concert Hall  
Women's Basketball vs Birmingham Southern, 11 am, Birmingham, AL  
Men's Basketball vs Atlanta Metro, 4 pm, Marianna, FL
- 17 – Men's Basketball vs Northwest Florida State, 1 pm, Niceville, FL  
*Taming of the Shrew*, 2 pm, Bevill Center Concert Hall  
Volleyball Try-outs, 3-5 pm, Gymnasium  
Women's Basketball vs Huntingdon College, 3 pm, Montgomery, AL
- 18 – Spring Semester Advisement Begins  
Online Registration Opens for 2014 Spring Semester
- 20 – Library Films for Fall – “After the Mayflower: We Shall Remain – America Through Native Eyes”, 2 pm, Seminar Room
- 21-23 – National Volleyball Tournament, Casper, WY
- 22 – Last Day to Withdraw from Fall Term Class  
Last Day to Withdraw From a Mini II Class
- 23 – Basketball vs West Georgia Tech, 2 pm(W)/4 pm(M), Gymnasium
- 24 – Chancellor's Awards, 4-5 pm, Sheraton Hotel in Birmingham
- 24-26 – ACCA Conference, Sheraton Hotel in Birmingham
- 25-26 – Professional Development
- 26 – Basketball vs Chattanooga State, 5:30(W)/7:30(M), Gymnasium
- 27-29 – Thanksgiving Holidays



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**November 20, 2013**

**Attendees**

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

**Convened**

2 p.m.

**Old Business**

1. Professional Development (Nov. 25-26)
  - Discussion was held about the program for Professional Development. Monday's agenda is set, but the material set for discussion on Tuesday will actually be covered on Jan. 6.
2. Employee Appreciation Lunch (Jan. 7 at 11:30 a.m.)
  - This is sponsored by the Foundation. Employees should RSVP to Kelli Conley.
  - The lunch will be held in the cafeteria.
3. Job Descriptions and Performance Evaluations
  - Each Cabinet member reported on the progress of completing revised job descriptions and performance evaluations.

**New Business**

- Library Services
  - Dr. Cederholm reported on progress made toward this SACs standard compliance, including upcoming workshops to engage students and faculty, library access to course syllabi so resources can be made available to correlate with the curriculum, and one-on-one meetings with instructors to access needs.
  - Dr. Watts reported additions to the academic committee to oversee the effort to improve communication between the faculty and the library. Student focus groups and evaluations will also be utilized to gain information about resource needs.
- QEP Update
  - Dr. Smith reported on the implementation committee's work to narrow the scope of the QEP. The focus will be around gateway courses.
- Open Discussion
  - Mr. Richard reported on the SACs finding in regard to finance. A policy is being developed to hopefully address the need for additional resources to show financial stability.

- Dr. Exley provided a review of the Capital Campaign and the kick-off of the employee emphasis.
- Dr. Exley reviewed upcoming legislative points to be addressed, including dual enrollment for career technical, TEBI funding, adult education, and a bond issue for facilities used for training.
- The Cabinet agreed to have Mr. Cannon purchase the purchase of Ellucian Recruiter to use for admission and recruiting.
- Mr. Cannon presented a proposal for new operating hours for the Student Services Office. The new hours are 7:30 a.m. until 6 p.m. Monday through Thursday and 8 a.m. until noon on Friday. The Cabinet was in support of this proposal.

## Upcoming Events

- Nov 20 – Library Films for Fall – “After the Mayflower: We Shall Remain – America Through Native Eyes”, 2 pm, Seminar Room
- 21 – QEP Off-Site Planning Session, 1 pm, Progress Rail Training Center
- 21-23 – National Volleyball Tournament, Casper, WY
- 22 – Last Day to Withdraw from Fall Term Class  
Last Day to Withdraw From a Mini II Class
- 23 – Basketball vs West Georgia Tech, 2 pm(W)/4 pm(M), Gymnasium
- 24 – Chancellor’s Awards, 4-5 pm, Sheraton Hotel in Birmingham
- 24-26 – ACCA Conference, Sheraton Hotel in Birmingham
- 25-26 – Professional Development
- 26 – Network Outage, 1-5 pm  
Basketball vs Chattanooga State, 5:30(W)/7:30(M), Gymnasium
- 27-29 – Thanksgiving Holidays
- Dec 3 – Deadline to Submit Follow-up Report to ABN  
Music Department Christmas Concert, 10:30 am, Fielder Auditorium  
Basketball vs Cleveland State, 5:30(W)/7:30(M), Gymnasium
- 4 – Snead State Library Films for Fall – Jupiter: The Giant Planet, 2 pm, Administration 113
- 5 – Last Class Day for Mini II  
Library Reading Circle, 12 noon, Cyber Library  
An Evening with the Blackwood Quartet & Comedian Willie Richardson, 7 pm, Bevill Center  
Larry Gatlin Christmas Concert, 7 pm, Fielder Auditorium
- 6 – Last Class Day
- 7 – Basketball vs Lurleen B Wallace, 3:00(W)/5:00(M), Gymnasium
- 8-10 – SACSCOC Annual Meeting
- 9-13 – Final Exams
- 12 – State Board Joint Meeting with K-12 and Postsecondary, 9:30 am, Montgomery  
Schedule Drop for Non-Payment  
Community Choir Concert, 7 pm, Fielder Auditorium
- 13 – Capital Campaign Steering Committee Meeting, 9:00 am, President’s Conference Room
- 14 – Basketball vs Itawamba, 2:00(W)/4:00(M), Fulton, MS  
IMPACTSEED Workshop, 8:00 am, Elrod Science Building  
ACT Exam
- 16 – Dormitory Closes
- 16-17 – Faculty Duty Days
- 18-19 – Women’s Basketball Volunteer State Tournament, 4 pm, Nashville, TN
- 23 – Last Work Day Prior to Holidays
- 24-Jan 1 – Christmas/New Year’s Holidays
- Jan 2 – Local Professional Development



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**December 4, 2013**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Dr. Annette Cederholm, Dr. Jason Watts, Mr. John Haney, Mr. Randy Maltbie, Mr. Mark Richard, Ms. Teresa Walker, Dr. Amy Langley, Dr. Dustin Smith, Brittany Goble, Melissa Rice, Tina Simons

**Convened**

1:30 p.m.

**Old Business**

1. New CIS Degree (deferred)
2. Enrollment Management Plan update (deferred)

**New Business**

1. Employee Appreciation Luncheon
  - Monday, January 6, 11:30 a.m., SSCC Cafeteria
2. Open Discussion
  - Dr. Exley reported on the SACS narrative received from the recent onsite visit. The narrative wasn't what was expected in regard to the library standard. One area of improvement mentioned in the narrative was the library website, and Dr. Cederholm and Ms. Smith will work on improving the site as part of the website redesign. The QEP portion was very positive with two suggestions being the development of a budget and establishing a person with the authority to implement the QEP.
  - Mr. Richard led discussion on the overtime procedures, reminding the Cabinet to be cautious when authorizing overtime because of tight budget times.
  - Discussion was held on the software used for the Strategic Planning process. The Cabinet agreed to have Dr. Cederholm investigate other software option that may be more beneficial.
  - Dr. Exley led discussion about the upcoming legislative session.

**Upcoming Events**

Dec 4 – Snead State Library Films for Fall – Jupiter: The Giant Planet, 2 pm, Administration 113

5 – Last Class Day for Mini II

Library Reading Circle, 12 noon, Cyber Library

An Evening with the Blackwood Quartet & Comedian Willie Richardson, 7 pm, Bevill Center

Larry Gatlin Christmas Concert, 7 pm, Fielder Auditorium

6 – Last Class Day

7 – Basketball vs Lurleen B Wallace, 3:00(W)/5:00(M), Gymnasium

- 8-10 – SACSCOC Annual Meeting
- 9-13 – Final Exams
- 12 – State Board Joint Meeting with K-12 and Postsecondary, 9:30 am, Montgomery
  - Schedule Drop for Non-Payment
  - Community Choir Concert, 7 pm, Fielder Auditorium
- 13 – Capital Campaign Steering Committee Meeting, 9:00 am, President’s Conference Room
- 14 – Basketball vs Itawamba, 2:00(W)/4:00(M), Fulton, MS
  - IMPACTSEED Workshop, 8:00 am, Elrod Science Building
  - ACT Exam
- 16 – Dormitory Closes
- 16-17 – Faculty Duty Days
- 18-19 – Women’s Basketball Volunteer State Tournament, 4 pm, Nashville, TN
- 23 – Last Work Day Prior to Holidays
- 24-Jan 1 – Christmas/New Year’s Holidays
- Jan 2 – Local Professional Development



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**December 18, 2013**

**Attendees**

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

**Convened**

2 p.m.

**Old Business**

1. Job descriptions and employee evaluations
  - Each Cabinet member provided updates on their progress.
2. Library Services Update
  - Dr. Cederholm reported on the progress for SACs compliance. She met with Miranda Collier to discuss what was needed for the website. March 7 is the live date for the new website. Two access points will be available on the home page to the library site.
  - The library committee has been reestablished and will begin to meet monthly. Representatives from each division and two student representatives will serve on the committee.
  - Division directors were asked to review materials stored in the Bevill Center to determine what is not being used.
3. QEP Update
  - The committee met today, and Dr. Smith provided the update.
  - The committee visited the University of Alabama last week to review their alert system and gain ideas that could be implemented at SSCC.
  - A faculty survey will be given as part of professional development, and the committee will work with Division Directors to discuss tutoring and implementation of alerts.

**New Business**

1. Open Discussion
  - Mr. Haney discussed options regarding Blackboard that the College could pursue, including a mobile application. He is also searching for options that the College does not need that could provide a cost savings to the College.
  - Mr. Cannon reviewed the new Student Services staffing that would accommodate the new operating hours. The new hours will begin Jan. 13.
  - Dr. Exley reminded the Cabinet to encourage employees to attend the Appreciation Luncheon hosted by the Foundation.
  - Dr. Exley reviewed Capital Campaign options.
  - Dr. Watts reported that the new business AAS degree was approved.

## Upcoming Events

- Dec. 23 – Last Work Day Prior to Holidays
- 24-Jan 1 – Christmas/New Year's Holidays
- Jan. 2 – Local Professional Development
- 3-4 – Wallace State Basketball Tournament, Hanceville
- 6 – SSCC Foundation Employee Appreciation Luncheon, 11:30 am, SSCC Cafeteria
- 7 – Campaign Kick-off with Administrative Staff, 9:00 am, Administration Bldg, Room 108
- Campaign Kick-off with Support Staff, 10:30 am, A108
- Campaign Kick-off with Faculty, 1:00 pm, A108
- Women's Basketball vs Birmingham-Southern, 5:30 pm, SSCC
- Men's Basketball vs Missouri State West Plains, 7:30 pm, SSCC
- 9 – Dorms Open
- 10 – Campaign Kick-off with Faculty, 9:00 am, A108
- Campaign Kick-off with Support Staff, 1:30 pm, A108
- Basketball vs West Georgia Tech, 5:00(W)/7:00(M), Douglasville, GA
- 12 – Scheduled Drop for Non-payment
- 13 – Classes Begin
- Basketball vs Lawson State, 5:30(W)/7:30(M), Birmingham
- 14 – Late Registration Fee Begins for Spring Semester and Mini I Classes
- 16 – Last Day to Register or Add a Spring Semester Class
- Basketball vs Southern Union, 5:30(W)/7:30(M), SSCC