



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**January 21, 2015**

**Attendees**

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

**Absent**

Dr. Jason Watts, Mr. Randy Maltbie

**Convened**

2 p.m.

**Old Business**

1. QEP Update
  - Dr. Smith gave each Cabinet member a QEP Assessment Summary. Each Cabinet member should read over the summary and provide feedback to Dr. Smith by the end of the week.
2. Clery Act
  - There is nothing new to report on this item.
3. Strategic Planning
  - Dr. Cederholm reviewed the plans for the Cabinet retreat and the core values, including suggestions provided for new core values. The Cabinet will formalize strategic issues and situational analysis.
  - The Cabinet is to review the suggested core values and offer feedback by the first of next week.
  - Each planning unit is to give a 5-10 minute evaluation of their area as it impacts the College to the College Leadership Team. The CLT will be charged with setting goals.
4. 4 ½ Day Work Week
  - Deferred.

**New Business**

1. ACCSHRMA Diversity Conference (Feb. 19 in Montgomery)
  - Each Cabinet member should determine who from their area will be attending and send those names to Amanda Gunnels and Kelli Conley.
2. Grant Approvals
  - Fruit Tree Planting Fundraiser: This is not a monetary grant. It is for 20-25 fruit trees to plant on campus. The Cabinet agreed for Dr. Watts to pursue this proposal by first

consulting with the landscape architect to determine if the fruit trees fit within the plans for the college.

- Stanley Smith Horticultural Trust: The College would request \$500 to cover the cost of signs placed on campus to identify the species of plants at the College. The Cabinet agreed to move forward with the request.
- NSF grant: The grant is to fund participation of College representatives in the Advanced Technological Education program training. The Cabinet agreed to move forward with this request.

### 3. Open Discussion

- The Cabinet discussed spring enrollment numbers, which are very strong with the Mini II term registration still to come.

## **Upcoming Events**

### January

- 22 PTK: Honors in Action Presentation, 10:30-11:00 am, Fielder Auditorium  
Women's Basketball vs Southern Union, 5:30 pm, Wadley  
Men's Basketball vs Southern Union, 7:30 pm, Wadley
- 24-25 SSCC/NEAMTA Piano Weekend, Fielder Auditorium
- 26 Pell Grant Check Release  
Women's Basketball vs Gadsden State, 5:30 pm, Gadsden  
Men's Basketball vs Gadsden State, 7:30 pm, Gadsden
- 27-28 Club Rush, 10:30-11:00 am, SUB
- 29 Men's Basketball vs Marion Military, 7:00 pm, SSCC Gym
- 30 Men's Developmental Basketball vs Middle Georgia Prep, 7:00 pm, SSCC Gym
- 31 Men's Developmental Basketball vs LaGrange College JV, 4:00 pm, SSCC Gym  
Lady Parsons Softball vs Birmingham Southern, 12:00 noon, Birmingham

### February

- 2 Women's Basketball vs Wallace Hanceville, 5:30 pm, SSCC Gym  
Men's Basketball vs Wallace Hanceville, 7:30 pm, SSCC Gym
- 3 Snead Reads @ Lunch, 12-1 pm, Library  
Men's Developmental Basketball vs Birmingham Southern, 6:00 pm, SSCC Gym



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**February 4, 2015**

**Attendees**

Dr. Robert Exley, Dr. Annette Cederholm, Ms. Shelley Smith, Mr. John Haney, Mr. Jason Cannon, Ms. Teresa Walker, Dr. Amy Langley, Ms. Kelli Conley, Mr. Randy Maltbie, Mr. Mark Richard, Dr. Jason Watts, Ms. Melissa Rice, Ms. Tina Simons, Ms. Brittany Goble, representatives from the Education Advisory Board, Phi Theta Kappa officers

**Absent**

Dr. Dustin Smith

**Convened**

1:30 p.m.

**Old Business**

1. QEP Update
  - The initiative is progressing. The next challenge is predictive analytics to identify potential At-Risk students enrolling at Snead State and somehow utilize Parson Days to assist them from the beginning.
2. Strategic Planning
  - Dr. Cederholm reminded everyone that next Friday was the Strategic Planning Retreat with the College Leadership Team. She is working with Ms. Smith and Mr. Haney to finalize the agenda.
  - When the extended Cabinet members were dismissed, Dr. Exley and Dr. Cederholm reviewed the agenda for Feb. 13 and discussed college-wide strategic issues that came out of discussion during the retreat on Jan. 30.

**New Business**

1. PTK Presentation
  - The Theta Iota chapter officers reviewed their goals for 2015, which includes increasing the participation rate among invited students in Phi Theta Kappa. The current rate of acceptance is 28.7 percent. The goal is to increase it to 50 percent.
  - The chapter also plans to host membership drives by providing information to students in the Student Union Building and encourage students to become involved.
  - The officers shared the Snead State Foundation's recent decision to provide \$4,000 to pay half of the membership fee for any inductees with a financial need. The inductees with such a need will be identified by faculty members.
2. Education Advisory Board Executive Summary

- EAB representatives reviewed results from a recent survey they did on enrollment and retention. They reviewed the College's strengths that came out of the survey, which included high school partnerships, accessible student resources, and awarding of financial aid.
- Josh Laufenberg with EAB reviewed the agenda for meetings the next day to prepare for the implementation of a system designed to help student success. Four teams will be charged with preparing for the implementation – the onboarding team, the student services team, the academic planning team and the communication team.
- The first pilot testing is scheduled for April 7-8. The second will be scheduled sometime during the summer.

### 3. Open Discussion

- Dr. Exley reviewed Spring enrollment.
- The expanded Cabinet members were dismissed, and the President's Cabinet members reviewed the agenda for State Board member Mary Scott Hunter's visit on Feb. 9.
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## Upcoming Events

### February

- 5 EAB Opportunity Assessment  
Women's Basketball vs Lawson State, 5:30 pm, Birmingham  
Men's Basketball vs Lawson State, 7:30 pm, Birmingham
- 6 Counselor Day, 8:30 am-12:00 noon, Administration Building
- 7 ACT, 8:00 am, Fielder Auditorium  
Softball vs Birmingham Southern, 12:00 noon & 2:00 pm, Birmingham  
Tennis vs Covenant, TBA, Lookout Mountain, GA
- 9 Mary Scott Hunter Visit, 10:15 am-1:30 pm, President's Conference Room  
Women's Basketball vs Shelton State, 5:30 pm, Tuscaloosa  
Men's Basketball vs Shelton State, 7:30 pm, Tuscaloosa
- 10 Softball vs Motlow State, 1:00 pm, SSCC
- 11 Baseball vs Bryan College, 12:00 noon, SSCC
- 12 Men's Developmental Basketball vs Martin Methodist, 5:30 pm, Pulaski, TN  
The Aeolians of Oakwood University Concert, 7:00 pm, Fielder Auditorium
- 13 Strategic Planning Retreat, 8:00 am-4:00 pm, Progress Rail Training Center
- 13-14 Softball vs Chipola, TBA, Marianna, FL
- 14 Baseball vs Wabash College, 12:00 noon, SSCC  
Tennis vs Birmingham Southern, 10:00 am, Birmingham
- 15 Baseball vs Wabash College, 12:00 noon, SSCC
- 16 Tennis vs Faulkner State, 9:00 am, Bay Minette  
Tennis vs University of Mobile, 1:00 pm, Mobile  
Women's Basketball vs Southern Union, 5:30 pm, SSCC  
Basketball Homecoming  
Men's Basketball vs Southern Union, 7:30 pm, SSCC
- 19 Diversity Conference, Montgomery  
Alumni Chili Lunch, 11:00 am-1:00 pm, SSCC Gym  
Tennis vs Stillman College, 2:00 pm, SSCC  
Alumni Chili Supper, 5:00 pm-9:00 pm, SSCC Gym  
Women's Basketball vs Gadsden State, 5:30 pm, SSCC  
Men's Basketball vs Gadsden State, 7:30 pm, SSCC
- 20-21 Softball vs Northeast Mississippi, TBA, Booneville, MS
- 21 Baseball vs West Georgia Tech, 1:00 pm EST, Douglasville, GA  
Tennis vs Huntingdon, 1:00 pm, Montgomery



**SNEAD STATE COMMUNITY COLLEGE  
PRESIDENT'S CABINET MEETING  
February 18, 2015**

**Attendees**

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

**Absent**

Ms. Kelli Conley

**Convened**

2 p.m.

**Old Business**

1. QEP Update
  - There was nothing new to report.
2. Clery Act
  - Mr. Richard said that further clarification on how to implement the guidelines/requirements outlined in the Clery Act are expected to be released by the summer.
3. Strategic Planning
  - The Cabinet provided feedback on Friday's Strategic Planning Retreat, including the location, the tone, the materials and the dynamic of the smaller groups.
  - The Cabinet agreed to add more students to the discussion.
  - The Cabinet shared thoughts of how to rework the wording of the strategic issues identified at the retreat. Dr. Cederholm will tweak the wording and send it out to the Cabinet for feedback.
4. 4 ½ Day Work Week
  - The Cabinet agreed to not formally move to a 4 ½ day work week. The Cabinet agreed to let each department have the flexibility of determining an appropriate work schedule as long as the officers had coverage during peak operation times.

**New Business**

1. United Way Campaign Celebration and Annual Meeting
  - Feb. 26 at 11:30 a.m.
  - Mr. Cannon and Dr. Cederholm are expected to attend.
2. Open Discussion

- Dr. Exley made sure that Snead State would be represented at the upcoming Diversity Conference.
- The Cabinet approved a proclamation honoring alumnus and donor Charles White.
- Dr. Exley reviewed the agenda and plans for upcoming visits by two State Board of Education members.
- Dr. Exley encouraged everyone to add their planning unit purpose statements to SPOL.

## **Upcoming Events**

### February

- 19 Diversity Conference, Montgomery  
 Alumni Chili Lunch, 11:00 am-1:00 pm, SSCC Gym  
 Tennis vs Stillman College, 2:00 pm, SSCC  
 Alumni Chili Supper, 5:00 pm-9:00 pm, SSCC Gym  
 Women's Basketball vs Gadsden State, 5:30 pm, SSCC  
 Men's Basketball vs Gadsden State, 7:30 pm, SSCC
- 20-21 Softball (Decatur Tournament), TBA, Decatur, AL
- 21 Baseball vs West Georgia Tech, 1:00 pm EST, Douglasville, GA  
 Tennis vs Huntingdon, 1:00 pm, Montgomery
- 23 Last Day to Withdraw from a Mini I Class  
 Baseball vs West Georgia Tech, 12:00 noon, SSCC  
 Men's Basketball vs Marion Military, 7:00 pm, Marion, AL
- 25 Softball vs Motlow, 1:00 pm, Tullahoma, TN  
 Women's Basketball vs Wallace Hanceville, 5:30 pm, Hanceville  
 Men's Basketball vs Wallace Hanceville, 7:30 pm, Hanceville
- 27 Women's Basketball, 1<sup>st</sup> Round ACCC Tourney, TBA
- 28 Tennis vs Meridian Community College, TBA, Meridian, MS
- 28 Men's Basketball, 1<sup>st</sup> Round ACCC Tourney, TBA

### March

- 1 Baseball vs Enterprise State, 1:00 pm, SSCC
- 1-4 ACCC Women's Tournament, TBA, Bay Minette
- 2 Baseball vs Enterprise State, 1:00 pm, SSCC  
 Last Class Day for Spring Mini I  
 Community Wind Band Rehearsal, 6:30 pm, Maze Music Building
- 3 Final Exams for Spring Mini I
- 4-7 Men's Basketball ACCC Tournament, Bay Minette



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**March 4, 2015**

**Attendees**

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

**Absent**

Mr. Jason Cannon

**Convened**

1:30 p.m.

**Old Business**

1. QEP Update
  - There have been a few more tutoring appointments this semester and a few more alerts.
2. Strategic Planning
  - The Cabinet needs to review the Strategic Goals.
  - Dr. Watts will draft an objective for career tech, and Mr. Richard will draft an objective for facilities, including performance indicators for both. They will send the objectives to Dr. Cederholm by 3 p.m. on Thursday.

**New Business**

1. EPA Grant Approval
  - The Environmental Protection Agency grant is for \$5,000 with an up to 25 percent in-kind match.
  - The grant will purchase six outdoor recycling bins to be located outside the Science Building, SUB, McCain, softball/baseball fields, nursing, and ASC. Students with the Environmental Sciences Club will monitor and collect the bins and transport the contents to the Albertville/Boaz recycling facility.
  - A question about transporting the contents during times when students weren't on campus was raised. Another question about reporting was asked.
  - The Cabinet approved the grant request pending resolution of the transportation and reporting questions.
2. Open Discussion
  - Phi Theta Kappa inducted 135 new members with 6-8 of them using the grant offered through the Foundation. The organization was only 50 members away from reaching its goal.

- Jason Watts reported on a meeting with Jeff State and Boaz City Schools to set up courses for culinary arts program. The paperwork for the program is ready to go to Montgomery. There are still some details, such as scheduling and instructors, that need to be worked out. They met with an architect to discuss renovations for Boatman Hall to be a four-room B&B. The project will be submitted as a board item next week.
- Dr. Exley reported on the Alabama Business Council meeting from Tuesday.
- The Cabinet discussed the current legislative session.

## Upcoming Events

### March

- 1-4 ACCC Women's Basketball Tournament, Faulkner State  
 4-7 ACCC Men's Basketball Tournament, Faulkner State  
 4 Softball vs Motlow, 1/3 pm, Tullahoma, TN  
 5 Tennis vs Faulkner State, TBA, Gadsden Sports Complex  
 Dormitory Opens for Mini II Students  
 6-8 Baseball (Pensacola Tournament), TBA, Pensacola, FL  
 7 Volleyball vs Jacksonville State University, TBA, Jacksonville  
 Tennis vs Marion Military, 12:00, Marion, AL  
 Softball vs Lake Land (IL), 1 pm, SSCC  
 FAFSA Completion Assistance, 10 am, McCain  
 Dance Team Tryouts, 12-6 pm, SSCC Gym  
 Theatre Workshop with David Callahagn, 9:30 am-3:30 pm, Fielder  
 8 Fine Arts Faculty Showcase, 3 pm, Fielder  
 Explosion 2015, 6 pm, Bevill Center  
 8-11 Innovations Conference, Boston, MA  
 9 Spring Mini II Classes Begin  
 Cheer Tryouts, 6-8 pm, SSCC Gym  
 Softball vs Chattanooga State, 1 pm, SSCC  
 10 Late Registration Fee Begins for Mini II  
 Last Day to Register or Add a Mini II Class  
 Softball vs Columbia State, 1 pm, SSCC  
 Tennis vs Martin Methodist, 4:30 pm, Pulaski, TN  
 Cheer Tryouts, 6-8 pm, SSCC Gym  
 PTK Induction, 6 pm, Fielder  
 12 Women's History Presentation, 10:15 am, Fielder  
 Student Success Workshop (Identity Protection), 10:30 am, Academic Success Center  
 Tennis vs West Georgia, 2 pm, SSCC  
 Softball vs NW Mississippi College, 1 pm, SSCC  
 Dr. Exley's Presentation to Marshall County School Board, 4:30 pm, VICA Room at Marshall Tech  
 14 Softball vs Shelton State, 1 pm, Tuscaloosa  
 Tennis vs Faulkner State, 9 am, Bay Minette  
 Super Smash Brothers Wii U Tournament, 5-8 pm, SUB  
 15 Baseball vs Martin Methodist, 12:00 noon, SSCC  
 16 Dr. Cynthia McCarty's Visit/Orientation, 10 am, President's Conference Room  
 60% Day of Spring Term  
 Community Wind Band Rehearsal, 6:30-8 pm, Maze Music Building  
 Softball vs Columbia State, 4 pm, Columbia, TN  
 17 Softball vs Gadsden State, 2 pm, SSCC  
 Tennis vs Meridian Community College, 3 pm, SSCC  
 18 Marshall County Legislative Reception, 5-7 pm, Renaissance Montgomery





**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**April 1, 2015**

**Attendees**

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

**Absent**

Ms. Melissa Rice, Dr. Dustin Smith

**Convened**

1:30 p.m.

**Old Business**

1. QEP Update
  - There is nothing new to report.
2. Strategic Planning
  - Dr. Cederholm reviewed the goals. The Cabinet approved the five goals. Dr. Cederholm will send the goals to the College Leadership Team for approval.
  - The next step is to work on key performance indicators.
  - The Cabinet discussed possibly prioritizing the objectives.

**New Business**

1. All-Alabama Academic Team Recognition Luncheon, April 10, Birmingham
  - Colton Pendley and Mallory Hambrick will represent Snead on the All-Alabama Academic Team.
  - The Cabinet discussed who from the College would be attending. Those wanting to attend would coordinate with Ms. Conley.
1. Open Discussion
  - The Cabinet discussed the potential impact of Senate Bill 191.
  - Mr. Richard asked that budget requests be emailed to him by April 15.
  - Mr. Haney and Dr. Cederholm are working on a Title III grant application. They are working on the third draft, and the focus will be expanding the offerings and enhancing the quality of online education.
  - Ms. Conley informed the Cabinet of the passing of a donor, Pauline Precise. Ms. Precise and her brother established a scholarship that now has over \$128,000 in the corpus. It was the first named scholarship with the Foundation.
  - The Foundation sent out notification letters to donors providing details on scholarship earnings.

- New scoreboards were installed at the baseball and softball fields.
- The athletic program has raised \$150,000 in corporate sponsorships this year.
- The Color Run hosted by Phi Beta Lambda and Phi Theta Kappa has 115 runners pre-registered.
- The Media Club is hosting a Catching the Muse workshop on June 15 in Fielder Auditorium featuring Joel Eisenberg.

## Upcoming Events

### April

- 1-13 SSSC Alumni Association Alumni of the Year Nominations
- 2 Baseball vs Wallace-Hanceville, 12 noon, SSSC  
Softball vs Central Alabama, 2 pm, Alexander City  
Tennis vs Marion Military, 2 pm, SSSC
- 4 Tennis vs Dalton State, 10 am, Dalton, GA  
Softball vs Shelton State, 1 pm, SSSC  
Tennis vs Rheinhardt, 2 pm, Dalton, GA  
Baseball vs Wallace-Hanceville, TBA, Hanceville
- 6 Summer Advisement Begins  
Softball vs Chattanooga State, 4 pm ET, Chattanooga
- 7 6<sup>th</sup> Annual Marshall County Career Expo & Hiring Fair, 12-4 pm, SSSC Gym  
Softball vs Gadsden State, 2 pm, Gadsden
- 9 SGA Presidential & Vice Presidential Debates, 10:30 am, Fielder Auditorium  
Student Success Workshop (Loan Repayment Options), 10:30 am, Academic Success Center  
Softball vs Wallace State, 4 pm, Hanceville  
Baseball vs Central Alabama, TBA, Alexander City
- 10-11 ACCC Tennis Tournament, TBA, Decatur
- 10 All-Alabama Academic Team Recognition Luncheon, 12:00 noon, Wynfrey, Birmingham  
Music Department Spring Concert, 7 pm, Bevill Center
- 11 Volleyball vs JSU, TBA, Jacksonville  
Softball vs Southern Union, 1 pm, SSSC  
Baseball vs Central Alabama, 12 noon, SSSC
- 12 Kevin Chance Piano Recital & Reception, 3 pm, Fielder Auditorium
- 13 Online Summer Registration Opens for All Students  
Community Wind Band Rehearsal, 6:30-8:00 pm, Maze Music Building
- 14 Softball vs Calhoun, 2 pm, SSSC
- 15 Student Success Workshop (Nutrition/Healthy Living), 10:30 am, Academic Success Center



**SNEAD STATE COMMUNITY COLLEGE  
PRESIDENT'S CABINET MEETING  
May 6, 2015**

**Attendees**

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

**Absent**

Dr. Amy Langley, Ms. Brittany Goble

**Convened**

1:30 p.m.

**Old Business**

1. QEP Update

- Dr. Smith shared fall and spring statistics from the ASC.

<b>Item Name</b>	<b>Fall 2014</b>	<b>Spring 2015</b>
Academic Performance	184	163
Cumulative Attendance	80	133
Attendance Not Corrected	41	91
Tutoring Appointments	236	252
Postcards	44	140
Phone Calls	61	162

2. Strategic Planning

- Dr. Cederholm reported there were no corrections to the Strategic Goals when they were sent to the College Leadership Team. She also received good feedback on the performance indicators.
- The plan should be completed by the end of May with supervisors starting their unit plans Sept. 1.
- Cabinet members should be maintaining their updates on SPOL.

**New Business**

1. Commencement Update

- There were 253 students who picked up a cap and gown for the ceremony. Last year 240 picked up caps and gowns.
- Of those participating, one student graduated last summer, 11 from the fall, 34 during the upcoming summer and the remaining from the spring.
- About 50 faculty/staff will be participating in the ceremony.
- There are about 325 possible completers this spring.

## 1. Open Discussion

- Dr. Watts shared the virtual hours policy for faculty with the Cabinet. It was implemented during the spring semester.
- Mr. Richard asked for feedback on the working relationship with Barnes and Noble, which was positive.
- The Cabinet discussed the progress of Senate Bill 191.
- Ms. Walker reported that the Region II Workforce Council is close to hiring a part-time director. The next round of grant applications is due June 24.
- The latest draft of the Title III grant application is due Thursday.
- The EAB onboarding product is on track. The April 1 pilot had 77 students trying the product with positive reviews. The second pilot will be during Parson Days. Dr. Exley suggested that updates on the EAB product be provided at every meeting.
- After graduation, Ms. Smith will be working on cleaning up and updating the website pages.

## Upcoming Events

### May

6-7	Final Examinations
7	Schedule Drop for Summer Non-Payment Commencement, 5:00 pm, Plunkett-Wallace Gymnasium
8	Dormitory Closes for Spring Semester
11-13	Faculty Duty Days (no classes)
15	Douglas High School Graduation, 6:00 pm, Plunkett-Wallace Gymnasium
20	Faculty Duty Day (no classes)
21	Dormitory Opens for Summer Semester
22	Sardis High School Graduation, 4:00 pm, Plunkett-Wallace Gymnasium
25	Memorial Day Holiday (College Closed) Schedule Drop for Summer Non-Payment
26	Summer Classes Begin
27	Summer Late Registration Fee Begins Last Day to Register or Add a Summer Class
28	Schedule Drop for Summer Non-Payment



**SNEAD STATE COMMUNITY COLLEGE  
PRESIDENT'S CABINET MEETING**

**June 3, 2015**

**Attendees**

Dr. Robert Exley, Ms. Shelley Smith, Mr. Jason Cannon, Mr. Mark Richard, Ms. Tina Simons, Dr. Dustin Smith, Ms. Brittany Goble

**Absent**

Dr. Annette Cederholm, Dr. Amy Langley, Mr. John Haney, Ms. Teresa Walker, Ms. Melissa Rice, Ms. Kelli Conley, Mr. Randy Maltbie, Dr. Jason Watts

**Convened**

1:30 p.m.

**Old Business**

1. QEP Update
  - The ASC is getting ready for Parson Days. Summer alerts are also going out to at-risk students.
  
2. Strategic Planning
  - Dr. Exley encouraged Cabinet members to respond to Dr. Cederholm's emails regarding the Strategic Plan. The plan is close to being finalized.

**New Business**

1. Grant approvals
  - The Cabinet agreed to move forward with grant applications for Ready to Work and Career Tech Dual Enrollment.
  
2. Update on Summer Marketing
  - Ms. Smith shared a report on the marketing strategies implemented by the Enrollment Rapid Response Team. (Report is attached.)
  
3. Status Report on ACCS Board of Trustees
  - The next official board meeting is next Wednesday at 11 a.m. Any Cabinet members wishing to attend are welcome to do so.
  - The renovation of Boatman Hall is scheduled to be on the agenda for the next meeting. There won't be a formal presentation; Dr. Exley and Mr. Richard will be available to answer questions.
  - A day-long orientation is in the works for the board followed by a reception and dinner with the college presidents. No date for this has been set.
  
4. Open Discussion

- Dr. Exley reported on a meeting he had at Gadsden State with Auburn University reps, Gadsden reps, and Etowah County Commissioners.
- The new Alabama Workforce Council will meet on Tuesday.
- Dr. Exley encouraged the Cabinet to be watchful of House bill 554, which would reorganize workforce development to have it rest solely within the Department of Commerce.
- The Parson Days committee has a phone meeting with EAB to discuss the pilot testing of the onboarding product with students during Parson Days. The EAB onboarding product is on schedule and will be made available to all Career Tech Dual Enrollment students.
- If any Cabinet members have suggestions for changes or updates for the website, send those to Ms. Smith ASAP.
- The Alabama School of Gospel Music began this week with 127 enrolled.

## Upcoming Events

### June

1-12	Alabama School of Gospel Music
4-5	High School Wooden Bat Tournament, SSCC Baseball Field
9	Pell Grant Check Release for Summer and Mini I Classes
10	ACCS Board of Trustees Meeting, 11:00 am, Montgomery
13	ACT, Fielder Auditorium
15	“Catching the Muse” Workshop, 3-6 pm, Fielder Auditorium
17	Last Day to Withdraw from a Summer Mini I Class

# Enrollment Rapid Response Team

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## Summer Semester 2015 Summary

### Summer Enrollment

As of May 28, 2015 (Summer Mini II Enrollment Not Included)

Total Credit Hour Production: 8,251

Total Head Count: 1,263

### Summer 2014 (Includes Enrollment for Full Term and Two Mini Terms)

Total Credit Hour Production: 7,612

Total Head Count: 1,115

Student Type	Summer 2015*	Summer 2014
Accelerated High School	6 (.48%)	1 (.09%)
Adult/Continuing Education	6 (.48%)	0
Continuing	714 (56.53%)	609 (54.62%)
Dual Enrollment High School	65 (5.15%)	45 (4.04%)
First Time Freshmen	116 (9.18%)	133 (11.93%)
Transfer	60 (4.75%)	113 (10.13%)
Transient	296 (23.44%)	214 (19.19%)

1. **Summer Need Based Scholarship for Current Students:** Total Applicants: 146. Total Awarded: 95. Not eligible/did not enroll: 51. Continue with this. Promote it with a Blackboard

announcement and advertising as we did this year. Include on the application a box to indicate how the student heard about it.

2. **Finish What You Started for Returning Students:** Total Applicants: 9. Total Awarded: 4. No eligible/did not enroll: 5. Rather than promote degree completion, we think it makes more sense to market specific programs in which students could earn a degree, such as career technical programs.
3. **Jump Start Your Education for First-Time Freshmen:** Total Applicants: 23. Total Awarded: 18. Not eligible/did not enroll: 5. The buy two-get one wasn't enough of an incentive to stimulate a lot of interest. Based on feedback received students who declined to use the offer indicated they were hesitant to take three classes during the summer in case it ended up being "too much." Possibilities to make this more appealing: A. Instead of the buy two get one, offer a different incentive, such as free books. The college could rent the books through Barnes and Noble and have students check them out for use during the summer. We could follow similar guidelines/procedures that TRiO uses for their students. B. Offer a summer scholarship waiver for FTF instead of the buy two get one.

### **Other ideas to try for Summer 2016**

1. T-shaped professional options with tuition waivers available or partner with local businesses for them to cover tuition.
2. Try it before you buy it – encourage FTF to try a class in a field that might interest them. Be specific in the classes available through this so that the classes are something that would give students an idea of what working in that field would be like. Offer a tuition waiver for one class. In particular, career tech classes.
3. "Boot Camp" – Offer a coding boot camp for example to give students an introduction into networking.
4. Summer Technology Camp for younger students- use the registration money from this to fund scholarship waivers for other promotions.
5. Host a reception for high school graduates in the spring to congratulate them on their achievements and encourage them to start classes in the summer. Make available information on next year's summer promotions so they are aware of the options.

## **Fall Semester 2015 Promotion Ideas**

### **Questions Addressed in Determining Promotions:**

1. What is our goal for enrollment? For example, for summer, our goal was to get more students to take classes in the summer. For fall, our goal is to boost enrollment in particular programs and create awareness of Snead's online options, especially outside of our service area.
2. What products can we offer to accomplish our goal?

### **Focus needs to be on what we offer than targeting a particular segment**

#### Two Areas of Focus

1. Specific Programs – Cyber Security, Applied Business and Computer Science Technology. Develop a list of selling points for each program that will drive promotion/advertising.
2. Online education – market programs available online, market the convenience of online, market the quality of Snead's online program. Reach outside the traditional service area to market. For

nontraditional students, for example, let them know that by taking online classes, they don't have to worry about issues like transportation to class, childcare for children while they are in class, etc.

Related area of focus:

1. Parson Days promotion: provide benchmark notices/advertising with pertinent information for students. For example, encourage them specifically to take their COMPASS test ahead of time.





**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**June 18, 2015**

**Attendees**

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

**Absent**

Dr. Amy Langley, Ms. Kelli Conley, Dr. Jason Watts, Mr. Mark Richard

**Convened**

2 p.m.

**Old Business**

1. QEP Update
  - Dr. Smith reported that 25 tutoring appointments, 20 financial aid appeals and 90 flags have been accumulated during the summer semester. The ASC have contacted 19 students to offer services and assistance.
2. Clery Act
  - Ms. Smith said that the college was ahead of where it needed to be in terms of compliance.
  - The deadline to implement requirements under the Clery Act is July 1.
3. Strategic Planning
  - The Cabinet discussed the latest draft of the strategic goals and performance indicators.
  - Dr. Cederholm will make the changes suggested and submit it for review via email.
4. EAB Onboarding Update
  - Mr. Cannon handed out a timeline to the Cabinet. The project is on target for the fall expanded launch.

**New Business**

1. Approval for Career Coach Grant
  - The Cabinet voted to approve the grant application.
2. ACCS Update
  - Dr. Exley shared information from the first meeting of the ACCS Board of Trustees.
  - Dr. Exley and Mr. Cannon shared information about ACCS that they learned during their state association meetings.
  - The renovation of Boatman Hall was approved.

- Ms. Smith will develop a communication to send campus-wide to include information about the new board, Boatman Hall, SACS, and summer enrollment.
  - The next board meeting will be July 22 at 10 a.m.
3. Open Discussion
- The Cabinet discussed enrollment numbers obtained from DAX for all of the colleges within the ACCS.
  - Snead State reported a 9.7 percent increase in enrollment for summer.
  - Dr. Exley reminded Cabinet members to complete the current year information in SPOL.

### **Upcoming Events**

#### June

- 17 Last Day to Withdraw from a Summer Mini I Class
- 23-25 Facilities Management Consultant on Campus
- 24 Last Class Day for Summer Mini I
- 25 Summer Mini I Final Exams
- 28 Volleyball Camps Registration Deadline
- 29 Dorm Opens for Mini II Students
- 30 Volleyball Defense Camp, 9-12/1-4, SSCC Gymnasium

#### July

- 1 Volleyball Hitter/Setter Camp, 9-12/1-4, SSC Gymnasium  
Summer Mini II Classes Begin
- 2 Late Registration Fee for Summer Mini I Begins  
Last Day to Register or Add a Summer Mini II Class
- 3 Independence Day Holiday (College Closed)



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**July 1, 2015**

**Attendees**

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

**Absent**

Ms. Teresa Walker, Ms. Kelli Conley

**Convened**

1:30 p.m.

**Old Business**

1. QEP Update
  - Most of the courses with alerts were Summer Mini I courses. So the monitoring is finished for right now, allowing the ASC staff to ready for Parson Days.
2. Strategic Planning
  - The plan has been finalized, so the strategic goals will be added to SPOL for unit managers to input goals for the next planning year.
  - Cabinet members need to close out the SPOL objectives for the current year by Aug. 31.
  - Any Cabinet members with data for SPOL that could tie into Dr. Exley's objectives should go ahead and send that data to him.

**New Business**

1. ACCS Update
  - As of right now, there are no official policies for the system. The colleges are to operate under local policies until the Board of Trustees and the Chancellor address the policies.
  - Budget numbers will also not be released until after the August Board of Trustees meeting.
  - The board plans to move board meetings to the college campuses on a regular basis.
2. Enrollment Update
  - Dr. Exley discussed the enrollment numbers system-wide, which he emailed to the Cabinet prior to the meeting. Snead State had more of a credit hour increase for summer than any other college within the system.
3. Open Discussion

- Registration for Parson Days opened today. By 1 p.m., 105 students had registered for Parson Days. Last year, 700 students registered for Parson Days. Last year, 1,300 postcards were sent for Parson Days, but this year, 2,300 were sent. So far, the admissions office has received 450 more applications than this time last year for the fall semester. Fall registration for returning students opens July 8 and for new students July 16. Presidential Scholars comes for orientation and registration on July 7.
- Planning needs to begin for Convocation. Ms. Smith and Dr. Cederholm will co-chair a planning committee for Convocation. The Foundation has agreed to once again sponsor a family picnic for employees. Ms. Conley will forward information to employees as it's all finalized. Some of the plans for Convocation include industry visits by faculty and staff, introduction of the strategic plan in addition to a celebration of the enrollment increase, memorial service for employees who lost loved ones as well as members of the Snead family who passed away within the last year, visit to Marshall Technical School and the Arab Instructional Site, new employee training, and faculty meetings.
- Dr. Exley reported on the consultant who recently reviewed the processes and staffing within the maintenance and custodial department. A report is forth-coming in mid-July.
- Dr. Watts presented two grant opportunities for the College to pursue. One is for STEM scholarships for students from underprivileged backgrounds, and one would be applied for as part of a system-wide consortium, which at this time is in a preliminary stage. Mr. Haney and Dr. Cederholm are also working on a STEM grant for Advanced Technology Engineering.
- New student orientation for the nursing program will be held July 8.
- Nine applicants for the vacant nursing instructor position are to be interviewed next week.

## **Upcoming Events**

### July

- |     |   |
|-----|---|
| 1   | Summer Mini II Classes Begin<br>Volleyball Hitter/Setter Camp, 9 am-12 noon/1-4 pm, SSCC Gym  |
| 2   | Late Registration Fee for Summer Mini II Begins<br>Last Day to Register or Add a Summer Mini II Class   |
| 3   | Independence Day Holiday (College Closed)   |
| 7   | Presidential Scholars Orientation, 9 am-12 noon, Seminar Room   |
| 7-8 | 60% Day of the Summer Term<br>Individual Volleyball Camp (Grades 4-8), 9 am-12 noon, SSCC Gym<br>High School Individual Volleyball Camp, 1-4 pm, SSCC Gym |
| 8   | Fall Registration Opens for Returning Students  |
| 15  | Summer Mini II Pell Grant Check Release   |
| 16  | Fall Registration Opens for First-Time Students   |



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**July 15, 2015**

**Attendees**

Dr. Robert Exley, Dr. Annette Cederholm, Ms. Shelley Smith, Dr. Amy Langley, Mr. Randy Maltbie, Mr. Jason Cannon, Dr. Dustin Smith, Dr. Jason Watts, Ms. Teresa Walker, Ms. Kelli Conley

**Absent**

Mr. John Haney

**Convened**

2 p.m.

**Old Business**

1. QEP Update
  - Dr. Smith said 157 students were identified as At-Risk and 66 plans had been made to help these students.
2. Clery Act
  - There was nothing new to report.
3. Strategic Planning
  - There was nothing new to report.
4. EAB Onboarding Update
  - The project is on target.
  - EAB will be on campus Tuesday and Wednesday to conduct a second pilot with the product during Parson Days. During the pilot testing, they will track how the classes line up between the product and the schedule students put together in advising. They will also track to see how many students change their majors once they use the product.
  - The product will be made available for dual enrollment students to use in September.

**New Business**

1. Open Discussion
  - Dr. Cederholm, Ms. Walker and Ms. Smith reviewed the tentative agenda for convocation. The agenda includes a general session on that Monday, industry tours for faculty and staff on Tuesday and Wednesday and faculty meetings on Thursday. Mr. Richard will check to see if the college can fund lunch for employees who participate in the industry tours.
  - Parson Days begin tomorrow. So far 446 students have registered for Parson Days, which end next Wednesday.

## **Upcoming Events**

### July

- 15 Summer Mini II Pell Grant Check Release
- 16 Registration Opens for First-Time Students
- 16-22 Parson Days
- 20 Fee Assessment Begins
- 21 60% Day of Summer Mini II Term
- 24 Last Day to Withdraw from a Summer or Mini II Class
- 26-28 Baseball Summer Team Tournament, SSCC Baseball Field
- 30 Schedule Drop for Non-Payment  
Last Class Day for Summer Mini II
- 30-Aug. 1 Presidential Scholars Retreat, Berry College
- 31 Last Class Day for Summer Semester  
Deadline to Submit ACHE Reports and Perkins Basic Grant Budget to ACCS

### August

- 3-4 Final Exams for Summer and Mini II
- 5 Dormitory Closes



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**August 5, 2015**

**Attendees**

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

**Absent**

Ms. Melissa Rice, Dr. Amy Langley, Dr. Dustin Smith

**Convened**

1:30 p.m.

**Old Business**

1. QEP Update
  - There was no new report.
2. Strategic Planning
  - Supervisors need to have the current year SPOL completed by the end of August.
  - The goals for 2015-2016 are inputted in SPOL, so those who have completed their current year data can begin inputting data for the upcoming year.

**New Business**

1. Enrollment Update
  - As of 1:19 p.m., 1,924 students have enrolled for 23,057 credit hours.
  - Student Services has begun actively contacting students who have applied for fall but have not yet registered and has been encouraging them to go ahead and apply.
  - As of the meeting, about 84 percent of the students registered have paid.
  - The next drop for non-payment is Aug. 16, the day before classes begin.
  - Several more credit hours will probably be picked up during the Mini II session.
2. Convocation
  - Dr. Cederholm reviewed the agenda, beginning with Monday's opening session followed by the industry tours on Tuesday and Wednesday.
  - Cabinet members are to get a list of new employees since last year's Convocation as well as list of employees who have completed coursework or degrees since last year's Convocation. These employees will be recognized during the opening session on Monday.

- Dr. Exley will address College Completion, the new governance structure of the Alabama Community College System and the status of the Boatman Hall renovation during his opening remarks Monday.
3. 2015 Chancellor's Awards
    - The deadline for submissions is Sept. 15.
    - Ms. Conley recommended the College utilized the same process as last year for selecting nominees. A ballot of eligible candidates will be sent campus-wide, and nominations have to be returned to the President's Office. A selection committee will then chose the nominees from the ballots submitted.
    - The Cabinet named four employees who were previous Chancellor's Awards nominees to serve on the selection committee: Jason Cannon, Dustin Smith, Rhea Armstrong, and Miranda Collier.
  4. EAB Web Conference Update
    - Ms. Walker reviewed information she received during the conference, including the topics of corporate training and tuition reimbursement.
    - EAB is hosting another webinar next Tuesday on removing barriers to adult learner enrollment.
  5. Open Discussion
    - Dr. Cederholm presented an updated draft of the IT purchasing policy, as developed by her, Mr. Maltbie and Dr. Watts. The Cabinet unanimously approved the policy.
    - Ms. Goble reported on the recent Presidential Scholars retreat. A group of 15 out of 20 scholars left last Thursday for Berry College to participate in the ropes course team-building exercise. A reception for the Presidential Scholars will be scheduled for later in September.
    - Ms. Goble and Mr. Haney reported on their first meeting for the Leadership Academy.
    - Dr. Exley mentioned information he'd received about Senate Bill 30.
    - Dr. Watts mentioned two recent faculty changes: the retirement of Libby Bates and the resignation of Alan Bates. An emergency posting for a psychology instructor to replace Mr. Bates has already been issued.
    - Aug. 13 is Move In Day at the dorm. Cabinet members are encouraged to come by and welcome students and assist with moving items. The Foundation will provide light refreshments for students and their families as they move in.
    - The volleyball team has started practicing twice a day. Sept. 22 is the first home game. Megan Johnson is the new assistant volleyball coach.

## **Upcoming Events**

### August

- |       |   |
|-------|---|
| 5     | Dorm Closes for Summer Semester                                   |
| 6     | SSCC Alumni Summer Mixer, 5-6:30 pm, Jules Berta Vineyard         |
| 10-11 | College-Wide Professional Development                             |
| 12    | ACCS Board of Trustees Meeting, 10:00 am, Montgomery              |
| 13    | Dormitory Opens for Fall Semester                                 |
| 15    | Softball Elite Hitting Camp, 9 am-12:00 noon, SSCC Softball Field |
| 16    | Schedule Drop for Non-Payment                                     |
| 17-19 | SACSCOC On-site Visit to Texas Southmost College (Dr. Exley)      |
| 17-20 | Welcome Week, 10:30-11:00 am, SUB                                 |
| 17    | Classes Begin   |
|       | Deadline to Register for SSCC Fall Baseball League                |



- 18 Last Day to Register or Add a Mini I Class
- 20 Last Day to Register or Add a Class for Fall
- 22 Fall Baseball League Opening Tournament, SSCC Baseball Field  
SSCC Volleyball – Southern Union Tournament, TBA, Wadley  
Men’s Basketball Elite Camp, 1-5 pm, SSCC Gym
- 26-27 Club Rush, 10:30-11:00 am, Gazebo/SUB, if rain
- 28 SSCC Softball Fundraiser Chicken Lunch
- 29 SSCC Baseball Golf Tournament, 8 am, Big Spring Lake Golf Course  
Women’s Basketball Elite Camp, 12-4 pm, SSCC Gym
- 30 SSCC Baseball Family Day/Blue vs Gold Scrimmage, 1 pm, SSCC Baseball Field
- 31 Pell Grant Check Release



**SNEAD STATE COMMUNITY COLLEGE  
PRESIDENT'S CABINET MEETING  
September 16, 2015**

**Attendees**

Dr. Robert Exley, Dr. Annette Cederholm, Ms. Shelley Smith, Mr. Randy Maltbie, Mr. Jason Cannon, Dr. Jason Watts, Ms. Teresa Walker, Ms. Kelli Conley, Mr. John Haney, Dr. Dustin Smith

**Absent**

Dr. Amy Langley, Mr. Mark Richard

**Convened**

2 p.m.

**Old Business**

1. QEP Update

- Dr. Smith passed out the following tracking report:

Item to be Tracked	Fall 2014	Spring 2015	Fall 2015 (As of 10/7)
Academic Performance	184	163	304
First Week Attendance			84
Cumulative Attendance (2 weeks)	80	133	25
Attendance Not Corrected (3 weeks)	41	91	5
Computers/WiFi (non-athlete)	97	65	97
Student Success Workshop	77	56	47
Tutoring Appointments	236	252	221
Postcards	44	140	46
Phone calls	61	162	86

2. Clery Act

- Updates are added as part of the annual report prepared by Paul Gore.
- This no longer needs to be a regular agenda item.

3. Strategic Planning

- Cabinet members need to write their SPOL objectives.

- The Cabinet will meet Sept. 30 at 2 p.m. in the ASC computer lab to brainstorm about unit goals.
4. EAB Onboarding Update
    - Dr. Cederholm, Mr. Cannon, Mr. Maltbie and Dr. Exley reported on a phone call they had this morning with EAB. The company has gotten off track with the project, shifting focus from what it was originally supposed to be. The last pilot testing during Parson Days did not go well. The Cabinet discussed options about moving forward with the EAB project.

## **New Business**

1. Chancellor's Awards
  - Nominees are Annette Cederholm for the Administration category, David Welch for the Support Staff category, Greg Randall and Terri Narrell for the Faculty Category.
2. Science Building
  - There is a possible delay with the bids. The bids were for separate aspects of the project – the clean-up and the HVAC issues.
  - The humidity is under control. It has fallen below 50 percent on a couple of days.
  - The project may not be complete until mid-October.
3. Boatman Hall
  - Some drawings had to be redesigned to reflect ADA accessibility on the second floor, even though there's no elevator. This will only be a one-week delay. Bids are to be opened next Thursday.
4. Open Discussion
  - The Music students and faculty are performing in an outdoor concert on Oct. 8 at 6:30 p.m. in Guntersville.

## **Upcoming Events**

### September

- |       |   |
|-------|---|
| 16-25 | Beth Maynor Young Art Exhibit, Old Senior Building, Downtown Boaz                   |
| 16    | Volleyball vs Lawson, 6:30 pm, Birmingham   |
| 17    | ACCS Board of Trustees Meetings, Montgomery   |
|       | Red, White, & Blue Breakfast & Constitution Day Presentation, 10:30 am, Norton Lawn |
|       | University of Montevallo Rep Visit, 9 am-12 noon, SUB                               |
|       | Baseball – Central Alabama Fall Tournament, TBA, Alexander City                     |
| 18-19 | Volleyball – Wallace Hanceville Tournament, TBA, Hanceville                         |
| 18    | Softball Fundraiser Chicken Lunch, 11 am-1 pm, Softball Field                       |
| 19-20 | Softball – UNA Tournament, TBA, Florence  |
| 19    | JSU Voice Faculty Master Class, 2 pm, Fielder Auditorium                            |
|       | JSU Voice Faculty Guest Artist Recital, 7 pm, Fielder Auditorium                    |
| 22    | Presidential Scholars Reception, 12:30-1:30 pm, Library                             |
|       | Baseball vs Faulkner State, 1:30 pm, Montgomery                                     |
|       | Baseball vs Enterprise State, 6:30 pm, Montgomery                                   |
|       | Volleyball vs Wallace Selma, 7 pm, Boaz   |
| 24    | Volleyball vs Gadsden State, 6 pm, Boaz   |
| 25-26 | Softball – Columbia state Tournament, TBA, Columbia, TN                             |
| 26    | Baseball Scrimmage, 12 noon, Boaz   |

- 28 Last Day to Withdraw from a Fall Mini I Class
- 29 Auburn University College of Agriculture Rep Visit, 9 am-12 noon, SUB  
LifeSouth Blood Drive, 9 am-4 pm, SUB Parking Lot (Norton Side)  
Parson Tailgate, 10-11 am, Gazebo

October

- 2-3 Boaz Harvest Festival, 8am-6 pm, Downtown Boaz
- 3 Softball – AUM Tournament, TBA, Montgomery  
Volleyball vs Southern Union, 3 pm, Wadley  
Baseball – West Georgia Tournament, TBA, Carrollton, GA
- 5 Last Class Day for Fall Mini I
- 6 Fall Mini I Final Exams
- 7 Volleyball vs Wallace Hanceville, 6 pm, Hanceville



**SNEAD STATE COMMUNITY COLLEGE  
PRESIDENT'S CABINET MEETING  
October 7, 2015**

**Attendees**

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

**Absent**

Mr. Mark Richard

**Convened**

1:30 p.m.

**Old Business**

1. QEP Update

- Dr. Smith passed out the following tracking report:

Item to be Tracked	Fall 2014	Spring 2015	Fall 2015 (As of 10/7)
Academic Performance	184	163	479
First Week Attendance			84
Cumulative Attendance (2 weeks)	80	133	113
Attendance Not Corrected (3 weeks)	41	91	50
Computers/WiFi (non-athlete)	97	65	195
Student Success Workshop	77	56	145
Tutoring Appointments	236	252	409
Postcards	44	140	78
Phone calls	61	162	168

2. Strategic Planning

- Cabinet members were reminded to work on their unit plans.
- Unit plans will only be developed at the Cabinet level.

**New Business**

1. Enrollment Update
  - Dr. Exley shared the latest numbers for fall enrollment. The College is on track to exceed the credit hours goals, but some are still unpaid.
  - Registration continues through Monday for the Fall Mini II term. Classes begin Thursday.
  
2. Academic Integrity Policy
  - The Cabinet approved the policy.
  
3. 2015 ACCA Annual Conference
  - Cabinet members need to check with their folks about attending and send the names to Ms. Conley. There are 65 concurrent sessions.
  - ACCA has asked that colleges submit information on a community service project. Ms. Goble and Mr. Cannon are taking the lead on an art supplies collection for the Mountain Valley Arts Council.
  
4. Open Discussion
  - Mr. Williams provided an update on the progress of the Science Building clean-up. ServePro completed its clean-up, and a retest is scheduled for Monday. Parts have been ordered for the HVAC system. Everything should be completed by Nov. 1. A control alert has been implemented to monitor humidity levels. Dehumidifiers have been installed. Fans are running on a cycle to keep the humidity down. After the retest is complete and shows no evidence of mold, faculty and students will be able to move back into the Science Building.
  - The Cabinet discussed participating in a moment of silence on Oct. 8 in a show of support for Umpqua Community College, the site of an active shooting. A moment of silence will also be observed at the beginning of the Gerhart Concert on Oct. 15.
  - Music students and faculty will perform at the Mountain Valley Arts Council concert on Oct. 8.

## **Upcoming Events**

### October

- |    |   |
|----|---|
| 7  | Volleyball vs Wallace Hanceville, 6 pm, Hanceville  |
| 8  | Fall Mini II Classes Begin<br>Tennis vs Central Alabama, 3 pm, Boaz<br>Softball vs UAB, 4 pm, Birmingham<br>Volleyball vs Jeff Davis, 5 pm, Boaz<br>SSCC Fine Arts Performance, 6-8:30 pm, Errol Allan Park (Downtown Guntersville) |
| 9  | Baseball vs Martin Methodist JV, 1 pm, Boaz   |
| 10 | Softball – JSU Tournament, TBA, Oxford<br>Women’s Basketball – SE JUCO Jamboree, TBA, Darton State<br>Men’s Basketball (Closed Scrimmage) vs Dalton State, 11 am, Boaz  |
| 11 | Baseball vs UNA, TBA, Florence  |
| 12 | Last Day to Register or Add a Mini II Class<br>Volleyball vs Southern Union, 2 pm, Boaz<br>Volleyball vs Faulkner State, 6 pm, Boaz (Dig Pink Night)  |
| 13 | UAB Representative Visit, 9 am-12 noon, SUB   |
| 14 | DegreeWorks Workshop, 10:30 am, ASC   |
| 15 | Gerhart Music Class Observation, 10-11 am, Fielder<br>Softball vs JSU, 4 pm, Jacksonville<br>Gerhart Opening Concert & Reception, 7 pm, Fielder   |

- 16 Gerhart Educational Concert with Corley Elementary, 12:30 pm, Fielder
- 16-17 Volleyball vs Wallace Hanceville, TBA, Hanceville
- 17 Gerhart Master Class, 10 am-12 noon, Fielder
- Softball vs USA, 1 pm, Mobile
- Gerhart Master Class Concert, 4 pm, Fielder
- Baseball vs Montevallo, TBA, Montevallo
- Men's Basketball – CB Hoops JUCO Jam, TBA, Atlanta
- Women's Basketball – Jamboree, TBA, Chattanooga
- 18 Gerhart Children's Concert, 2 pm, Fielder



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**October 7, 2015**

**Attendees**

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

**Absent**

Mr. Mark Richard

**Convened**

1:30 p.m.

**Old Business**

1. QEP Update

- Dr. Smith passed out the following tracking report:

Item to be Tracked	Fall 2015 (As of 11/4)
Academic Performance	719
First Week Attendance	84
Cumulative Attendance (2 weeks)	258
Attendance Not Corrected (3 weeks)	134
Total Flags	1,195
Unduplicated Student Count	690
Usage and Student Outreach	
Computers/WiFi (non-athletes)	215
Student Success Workshop	179
Tutoring Appointments	540
Postcards	131
Phone calls	229



## 2. Strategic Planning

- Dr. Exley reviewed the Cabinet's unit plans. Each Cabinet member needs to review the edits he made and let him know if there are any questions.

## New Business

### 1. Debriefing of October 19 Threat

- The Cabinet reviewed the timeline and the response to determine what could have been done differently or better.
- Ms. Smith and Dr. Exley will work on a response plan to have in the event of future situations.

### 2. Open Discussion

- Dr. Exley led discussion about fall credit hours at Snead and other colleges in the system.
- Mr. Cannon provided details about a project enabling dual enrollment students to receive Pell grant assistance.
- Mr. Haney announced he is scheduling Quality Matters professional development training for all faculty to promote quality assurance in online courses. The workshop will be Jan. 5-6.

## Upcoming Events

### November

- 5 Veteran Services Presentation, 10:30 am, Fielder Auditorium  
Women's Basketball vs Itawamba, 5:30 pm, Fulton, MS  
Men's Basketball vs Itawamba, 7:30 pm, Fulton, MS
- 6 Men's Basketball (Developmental Team) vs Blue Mountain College, 7 pm, Tupelo, MS
- 8 Community Wind Band Concert, 3 pm, Bevill Center  
Volleyball Try-outs, 4-6 pm, SSCC Gymnasium
- 9 Online Registration Opens for All Students
- 10 Women's Basketball vs Cleveland State, 5:30 pm, SSCC Gymnasium  
Men's Basketball vs Cleveland State, 7:30 pm, SSCC Gymnasium
- 11 Veterans Day Holiday (College Closed)  
60% Day of Fall Mini II  
Tennis vs Central Alabama, 1 pm, Alexander City
- 12 Women's Basketball vs Carver, 5 pm, Atlanta, GA
- 14 Women's Basketball vs Andrew College, 2 pm, SSCC Gymnasium  
Men's Basketball vs LaGrange, 4 pm, SSCC Gymnasium
- 17 Women's Basketball vs Motlow State, 5:30 pm, Lynchburg, TN  
Men's Basketball vs Motlow State, 7:30 pm, Lynchburg, TN
- 18 Social Media Workshop, 10:30 am, Academic Success Center



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**November 18, 2015**

**Attendees**

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

**Convened**

2 p.m.

**Old Business**

1. Strategic Planning
  - Cabinet members need to complete their unit plans.
2. EAB Onboarding Update
  - Mr. Cannon said the project is going well. Ms. Smith started a soft launch of the product. A full launch will come in the spring.
  - Dr. Cederholm said she and Mr. Haney are reviewing academic plans in a test mode to get them ready for the full launch. Once they've been approved in the test mode, they will move into launch mode.
  - Dr. Exley and Dr. Cederholm will attend an EAB meeting Dec. 2. They will discuss with EAB about branding possibilities with the product.

**New Business**

1. Update on ACCS Mergers
  - Dr. Exley asked Cabinet members to share any feedback they heard from his communication sent campus-wide earlier today. The communication was an update on news from ACCS, including mergers, and projects and issues going on with the College, including the Boatman project and spring registration.
  - Dr. Exley provided an update on his meeting last week with Chancellor Mark Heinrich regarding plans for the College. He said the Chancellor is pleased with the progress the College is making.
2. Open Discussion
  - Ms. Walker provided an update from the Regional Council on Workforce Development.
  - Dr. Exley spoke about an upcoming visit to Troy University and asked Dr. Cederholm, Mr. Cannon and Mr. Haney to identify people to attend.
  - Ms. Conley reminded Cabinet members about the upcoming Parson Pride Giving Challenge.

**Upcoming Events**

## November

- 18 Social Media Workshop, 10:30 am, Academic Success Center
- 19 Women's Basketball vs Birmingham Southern JV, 4 pm, SSCC Gymnasium
- 20 Men's Basketball vs Gulf Coast, 3:30 pm, NW FL State Quality Inn Classic
- 21 Men's Basketball vs NW FL State, Quality Inn Classic
- 22 Chancellor's Awards, 1 pm, BJCC East Ballroom
- 22-24 ACCA Conference, BJCC
- 23 Last Day to Withdraw from a Fall Semester/Fall Mini II Class  
Spring 2016 Fee Assessment Begins
- 24 Women's Basketball vs Wallace Selma, 5:30 pm, Selma  
Men's Basketball vs Wallace Selma, 7:30 pm, Selma  
Men's Basketball (Developmental Squad) vs Birmingham Southern, 7:30 pm, SSCC Gymnasium
- 25-27 Thanksgiving Holidays (College Closed)  
SSCC Thanksgiving Classic Basketball Tournament
- 29 Women's Basketball vs Chattanooga State, 1 pm, Chattanooga

## December

- 1 ALACRAO Transfer Fair, 9:30-11:30 am, SUB  
Women's Basketball vs Cleveland State, 4:30 pm, Cleveland, TN  
Men's Basketball vs Cleveland State, 6:30 pm, Cleveland, TN
- 1-2 Pan Latino Bake Sale, 10:30-11:00 am, SUB
- 2 Brass Quintet Christmas Carols, 10:15-11:00 am, Gazebo  
Stress Management Workshop, 10:30 am, Academic Success Center
- 3 Fall 2015 Mini II Last Class Day  
Fine Arts Christmas Open House, 7 pm, Fielder Auditorium
- 4 Men's Basketball vs Point University, 7:30 pm, SSCC Gym  
Fall 2015 Last Class Day
- 5 Men's Basketball (Developmental Squad) vs LaGrange College, 1 pm, LaGrange, GA
- 6 Women's Basketball vs Talladega JV, 1 pm, Talladega
- 7-11 Final Exams
- 10 Spring 2016 Schedule Drop for Non-Payment  
Community Choir Concert, 7 pm, Bevill Center
- 11 Women's Basketball vs Wallace Selma, 5:30 pm, SSCC Gym  
Men's Basketball vs Wallace Selma, 7:30 pm, SSCC Gym
- 12 ACT Exam, Fielder/Administration/English  
Softball Clinic, 9am-4pm, SSCC Softball Field
- 14 Dormitory Closes
- 14-16 Faculty Duty Days
- 16 Women's Basketball vs South Georgia Tech, 5 pm, Americus, GA
- 17 Women's Basketball vs Chipola, 4 pm, Marianna, FL



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**December 16, 2015**

**Attendees**

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

**Convened**

2 p.m.

**Old Business**

1. Strategic Planning
  - Cabinet members need to update status reports before the holiday break.
2. EAB Onboarding Update
  - There was no new report.

**New Business**

1. Update on ACCS Mergers
  - Dr. Exley reported on the state board meeting regarding the mergers. Instead of three mergers it appears that there will be two.
  - The process will take several months to complete, but board approval of the resolutions for the mergers authorized the affected colleges to notify ACHE and SACS of the intended mergers and to proceed with detailed planning.
  - Other items discussed among the State Board included requiring all colleges to use the same chart of accounts, the restoration of an internal audit function, and the establishment of common financial metrics for each College to provide routine data for determining the ACCS fiscal functioning.
2. Report on EAB SSS-Navigate National Summit
  - Dr. Exley and Dr. Cederholm reported on the Summit. Dr. Cederholm said, in talking with other participating colleges, they were experiencing some of the same frustrations with the product development that Snead was experiencing. She also said that EAB asked for the colleges to give feedback, and they made notes from the comments given. EAB also discussed some features that could be added to the product that could be beneficial.
  - Dr. Exley said he noted one of the alpha partner colleges had reported success using the recruiting function of Banner Ellucian integrated with the product. He also said there was a clear consensus among the schools that the product should be utilized as an exploratory tool for prospects.
  - Ms. Smith will draft a communication to send out in January reminding employees about the resources available through EAB, including conferences, workshops and webinars. Dr. Cederholm will send Ms. Smith log-in instructions to include in the communication.

### 3. Open Discussion

- Dr. Exley reported on the SACS-COC meeting. Some of the issues on the horizon with SACS include:
  - development of comprehensive standard related to completion and credit for prior learning,
  - development of comprehensive standard regarding dual enrollment,
  - extensive dialogue on continuity of the QEP,
  - more discussion regarding the definition of public disclosure for student success.
- Dr. Exley led discussion about an article, “Six Destructive Myths About Teams in Higher Education.”
- Mr. Cannon provided an enrollment update for spring. As of 11 a.m., total credit hours were 21,130, and total headcount was 1,826.
- The Cabinet agreed to move forward with two grant options presented by Dr. Watts.
  - One is a Department of Labor grant for the Tech Hire Program. Snead would be part of a consortium applying for the \$4 million grant with Snead serving as the lead school for the grant.
  - The second is an AACC grant for \$60,000 for a credentialing initiative to enhance the graduation rate.

### Upcoming Events

#### December

14-16 Faculty Duty Days

16 Women’s Basketball vs South Georgia Tech, 5 pm, Americus, GA

17 Women’s Basketball vs Chipola, 4 pm, Marianna, FL

24-Jan3 College Closed for Christmas/New Year’s Holidays

#### January

1 Men’s Basketball vs USC Salkenhatchie, 6 pm, Wallace-Hanceville

2 Men’s Basketball vs Wabash Valley, 3 pm, Wallace-Hanceville

Women’s Basketball vs Carver, 2 pm, SSCC Gymnasium

4 Local Professional Development

5 Women’s Basketball vs NE Mississippi, 5:30 pm, SSCC Gymnasium

Men’s Basketball vs NE Mississippi, 7:30 pm, SSCC Gymnasium

5-6 Faculty Duty Days (No Classes)

7 Dormitory Opens

Women’s Basketball vs Itawamba, 5:30 pm, SSCC Gymnasium

Men’s Basketball vs Itawamba, 7:30 pm, SSCC Gymnasium

9 Women’s Basketball vs Chattanooga, 2 pm, SSCC Gymnasium

10 Schedule Drop for Non-Payment

11 Spring Classes Begin

12 Women’s Basketball vs Lawson State, 5:30 pm, Birmingham

Men’s Basketball vs Lawson State, 7:30 pm, Birmingham

14 Last Day to Register or Add a Class