



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**January 4, 2017**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Mr. Jason Cannon, Dr. Annette Cederholm, Mr. Randy Maltbie, Mr. Joe Whitmore, Kelli Conley

**Absent**

Ms. Shelley Smith

**Convened**

1:30 p.m.

**Old Business**

1. Strategic Planning
  - Cabinet members need to complete their SPOL information asap.
2. EAB Onboarding Update
  - No update.
3. McCain and SUB Update
  - Phil Black will be on campus this month for an initial meeting to gather information on the McCain building (i.e. use of current space now, space that is needed to be most efficient, space wanted).
  - Joe Whitmore will coordinate with the cabinet who needs to attend the initial meeting.
  - A timeline will have to be established for relocation purposes.
  - Cabinet needs to send Joe Whitmore a list of individuals who work in the SUB, McCain, and Beville and where they are located within the building.

**New Business**

1. ACCSHRMA Diversity Conference
  - Kelli Conley will reserve a college vehicle for the attendees.
  - Cabinet members should send list of attendees to Joe Whitmore and copy Kelli Conley.
  - Cabinet representation is needed at the conference.
  - Registration will be coordinated through the College's HR department.
2. Innovations Conference
  - Chancellor's Awards/Rouéche Excellence Awards nominees (Teresa Walker, Dr. Karen Watts, Taylor Robertson, and Andrew Kilpatrick) are to be informed that they are approved to attend the conference if they would like. If not, they can choose to attend another conference of their choice. Dr. Jonathan Watts was also approved to attend.

- Cabinet members should be cost conscious of travel due to the uncertainty of spring and summer revenues.
- Cabinet members should send Kelli Conley the dates and location of their summer conference.
- Cabinet members can possibly travel together to applicable conferences such as AACC and SACSCOC to cut travel costs.

### 3. Open Discussion

- Joe Whitmore will finalize the Grants Submission, Acceptance and Management Procedures Policy based on the previous cabinet discussion and on revisions submitted by Teresa Walker.
- Dr. Exley distributed graphs on headcount and credit hours.
- The College needs to look at consolidating classes into as few buildings as feasible for the summer semester to save on utility costs.
- Jason Cannon announced staff changes in Student Services starting next week. Tristin Powell Callahan as Director of Admissions and Emma Reeves and Manuel Vasquez as Student Success Navigators.
- Joe Whitmore stated that the 2017-2018 budget process will begin earlier possibly in February. A new Budget Advisory Committee will be formed to ensure transparency, ownership, and accountability in the budget process. The committee will include employees and students.
- Randy Maltbie will meet with an engineer next week to tweak the firewalls for SPAM.
- IT will conduct the phone cutover on Friday, January 13<sup>th</sup>. Dr. Exley told Randy that cabinet members could assist with the process. The new phones were purchased with undistributed income from the College Foundation. Kelli Conley will coordinate a press release with Shelley Smith.
- Dr. Exley asked for commencement speaker recommendations.

### **Upcoming Events**

#### January

4	Faculty Duty Day
5	Dormitory Opens
7	Women's Basketball vs GA Highlands, 2 pm, Rome, GA Men's Basketball vs USC Salkehatchie, 2 pm, SSCC
8	Schedule Drop for Non-Payment
9	Spring Classes Begin Women's Basketball vs Martin Methodist, 4 pm, Pulaski, TN Men's JV Basketball vs Birmingham Southern, 6 pm, Birmingham
10	Last Day to Register or Add a Mini I Class Last Day to Drop a Mini I Class Without Penalty
12	Last Day to Register or Add a Class for Spring Semester Last Day to Drop a Class Without Penalty for Spring Semester Basketball vs Lawson State, 5:30 pm (W)/7:30 pm (M), Birmingham
13	Men's JV Basketball vs LaGrange JV, 6 pm, SSCC
16	Martin Luther King/Robert E. Lee Holiday (College Closed) Basketball vs West GA Tech, 2 pm (W)/4 pm (M), Douglasville, GA
17	Spring Theatre Production Open Auditions, 6 pm, Bevill Center Auditorium
19	Basketball vs Southern Union, 5:30 pm (W)/7:30 pm (M), Wadley, AL



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**January 18, 2017**

**Attendees**

Dr. Robert Exley, Ms. Teresa Walker, Dr. Annette Cederholm, Mr. Randy Maltbie, Mr. Joe Whitmore, Ms. Shelley Smith, Ms. Kelli Conley

**Absent**

Mr. Jason Cannon,

**Convened**

2 p.m.

**Old Business**

1. Strategic Planning
  - Cabinet members need to be updating SPOL with the current information.

**New Business**

1. ACCSHRMA Diversity Conference – Thursday, Feb. 23, 9:30 a.m.-4 p.m., Pelham Civic Complex
  - Amanda Gunnels, Dr. Cederholm and Dr. Exley will be attending.
  - Ms. Conley will check with Mark Richard and Melissa Rice to see if they would like to attend.
2. AACC Annual Convention – April 22-25, 2017, New Orleans, LA
  - Mr. Whitmore, Dr. Exley and Dr. Cederholm will be attending.
3. Enrollment Discussion
  - Dr. Exley led discussion on enrollment data, including a review of credit hour totals following drops for non-payment, the percentage of change in total credit hours in relation to other colleges within the system, and the total of spring credit hours so far.
  - Ms. Smith, Dr. Cederholm, Mr. Cannon and Michael Gibson will meet to develop a strategy to boost enrollment. Dr. Exley recommended sharing data with new employees, such as the new Admissions director and the Student Success Navigators, to gain fresh perspectives.
4. Aviation Update
  - Dr. Exley reported on the transition team meeting. The greatest challenge facing the group are funding needs.
  - Snead has to submit a prospectus regarding the Aviation Center to SACSCOC by March 15.

## 5. Open Discussion

- Mr. Whitmore mentioned he would be attending a P3 (Public and Private Partnerships) meeting in Dallas.
- Ms. Walker, Dr. Exley and Dr. Cederholm will be attending the Workforce Development Institute on Jan. 25-28. Meetings and discussion about The Right Signals Initiative will be a featured part of the WDI.
- Mr. Whitmore updated the Cabinet on the McCain project. A request for qualifications has to be submitted before the College can move forward with the project. The paperwork will cause a four to six week delay in the project, but the College can take the time to finalize the “programming” for the facility.
- Dr. Exley reported that the Chancellor has declared that there will be no tuition increase for the coming academic year.
- Dr. Exley led discussion regarding the Legislative Agenda prepared by the Chancellor’s Office.
- Mr. Whitmore reminded Cabinet members to submit to him names of employees within their areas to serve on a Budget Advisory Committee.

### **Upcoming Events**

#### January

- 19 Basketball vs Southern Union, 5:30 pm (W)/7:30 pm (M), Wadley, AL
- 23 Pell Grant Check Release  
Basketball vs Gadsden State, 5:30 pm (W)/7:30 pm (M), SSSC
- 26 Club Rush, 10:30-11:00 am, SUB
- 27-28 Softball Galveston Tournament, TBA, Galveston, TX
- 28 Tennis vs Birmingham Southern, 1 pm, Birmingham  
Poplar Wind Trio Concert & Masterclass, 7 pm, Fielder
- 30 Basketball vs Shelton State, 5:30 pm (W)/7:30 pm (M), Tuscaloosa

#### February

- 2 Baseball vs Columbia State, 12 noon, SSSC  
Basketball vs Wallace Hanceville, 5:30 pm (W)/7:30 pm (M), Hanceville



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**Feb 1, 2017**

**Attendees**

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

**Absent**

Ms. Shelley Smith, Mr. Joe Whitmore

**Convened**

1:30 p.m.

**Old Business**

1. Strategic Planning
  - The need for new strategic planning software was discussed.
  - Dr. Cederholm had emailed about the cost of Compliance Assist but has not received an answer.
  - Mr. Cannon, Dr. Cederholm and Rachel Green will produce an interim assessment of Starfish. If it's decided to delete it, the money could be used to purchase new software.
  - The five-year interim report for SACS is coming up soon.
    - We need to evaluate if early alert is the way to address student retention. We need to document changes if necessary and pay particular attention to student learning outcomes.
  - Staff should continue to input data for 2017 in 2015-16 year but note the dates of the new year.

**New Business**

1. Enrollment Discussion
  - Enrollment was down Fall-Spring.
  - Credit hours are declining, but students are still graduating.
2. Aviation Update
  - Dr. Cederholm met with UAH to articulate. They would accept all CT classes and Gen Ed up to 60 credit hours.
  - Dr. Cederholm will send UAH's brochure to cabinet and Grant DeMuth.
  - Dr. Exley and Grant DeMuth met with Madison County Aviation.
  - Their tenants are looking for ways to review and take exams.
  - Dr. Exley and Senator Scofield will meet with the Chancellor on Feb. 6.
3. AACC WDI Report
  - Dr. Cederholm and Ms. Walker discussed the benefits of attending the WDI conference. It was good to hear the national discussion and learn about what other colleges are doing.
4. Open Discussion
  - Dr. Exley will have a conference call with Chris at EAB the week of Feb. 6.

## **Upcoming Events**

### **February**

- 2           Baseball vs Columbia State, 12 noon, SSCC  
              Basketball vs Wallace Hanceville, 5:30 pm (W)/7:30 pm (M), Hanceville
- 3-4       Softball Cowtown Classic, TBA, Fort Worth, TX
- 4           Tennis vs Wallace Hanceville, 1 pm, Hanceville
- 6           Baseball vs Lawson State, 5:30 pm (W)/7:30 pm (M), SSCC
- 8           Softball vs Itawamba, 2 pm, Fulton, MS  
              Baseball vs Martin Methodist, 12 noon, Pulaski, TN  
              PTK Dairy Queen Fundraiser, 5-8 pm, Boaz Dairy Queen
- 9           Tennis vs Faulkner State, TBA, Gadsden Tennis Center  
              Men's Basketball vs LaGrange, 6:30 pm, SSCC
- 10         60% Day of Spring 2017 Mini I
- 10-11     Softball vs Chipola FL, TBA, Marianna, FL
- 11         Baseball vs Wabash, 12 noon, SSCC  
              Tennis vs UAH, TBA, Huntsville
- 12         Baseball vs Wabash, 12 noon, SSCC  
              Faculty Recital, 3 pm, Fielder Auditorium
- 13-14     History@Snead Bake Sale, 10:30-11 am, SUB
- 13         Basketball vs Southern Union, 5:30 pm (W)/7:30 pm (M), SSCC (HOMECOMING)
- 16         Basketball vs Gadsden State, 5:30 pm (W)/7:30 pm (M), Gadsden
- 17-18     Softball vs Gulf Shores Faulkner State, TBA, Gulf Shores
- 18         Tennis vs Marion Military, 2 pm, Marion
- 19         Softball vs Lincoln Trail, 1 pm, SSCC



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**March 8, 2017**

**Attendees**

Ms. Kelli Conley, Dr. Robert Exley, Ms. Tristan Powell-Callahan, Mr. Randy Maltbie, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Joe Whitmore

**Absent**

Mr. Jason Cannon, Ms. Teresa Walker

**Convened**

1:30 p.m.

**Old Business**

1. Strategic Planning

- The goals are carrying over into the current planning cycle. Dr. Exley led discussion about possibly changing the structure of Strategic Planning.
- Cabinet members agreed that identifying the skill sets needed among committee members would be beneficial in building the Strategic Planning Committee.
- Dr. Exley reported that the Chancellor's Office will expect a formal Strategic Plan, an Enrollment Management Plan, Campus Master Plan and an Information Technology Plan, so streamlining the Strategic Planning process is important because all of the other plans would complement the Strategic Plan.
- One suggestion was to bring in an outside expert to sit in on Strategic Planning, such as a representative from Simonton Swaika Black Architects, Inc. who would provide a "big picture" view of facilities. Another suggestion was to loop in some of the Budget Planning Committee members so there's a consistency between budget planning and Strategic Planning. A third suggestion was to complete another Situational Analysis – internally and externally - since some planning assumptions have changed.
- Once the Cabinet identifies the make-up of the committee, an organizational meeting will be held within the next month to plan a Strategic Planning retreat for later in 2017 so the Strategic Plan will take effect in 2018.
- Dr. Exley encouraged the Cabinet to continue thinking of ideas to streamline and enhance the Strategic Planning process.

**New Business**

1. Enrollment Update

- Dr. Exley reported that enrollment for the spring term is now 23,432 credit hours. Today is the last day to register for Spring Mini II classes.
- Dr. Exley pointed out a couple of positives about enrollment: the decrease in credit hour production is not as stark as expected, and fall to spring retention is better than anticipated.
- The present total credit hours for fall plus spring terms is 49,716 which is down from last year's fall plus spring credit hours of 54,711 for a total decrease of 4,995 credit hours.

- Dr. Exley shared that he's expecting flat funding from state appropriations for the next fiscal year, and there will be no tuition increase for the coming academic year.
- Ms. Smith shared marketing ideas for the Summer term. Audiences who will be targeted are transient students, graduating high school students and students who qualify for Pell who can still take advantage of Pell funds before a new academic year begins.
- Mr. Maltbie offered ideas such as contacting the transient students who attended last summer and encourage them to attend again this summer, identifying the students who transferred out to a university and contact them about being a transient student this summer, and identifying those students who could earn enough credits to graduate by taking classes this summer.

## 2. Aviation Update

- Dr. Cederholm and Ms. Smith will finalize the prospectus and send it out to SACS on Monday.
- The aviation program is on the ACHE Board meeting agenda for approval this Friday, March 10, 2017. Dr. Cederholm and Mr. Dan Owen will attend the meeting.
- The aviation program is also on the ACCS Board meeting agenda for approval next Wednesday, March 15, 2017. Dr. Cederholm and Mr. Whitmore will attend the board meeting for the College as Dr. Exley will be out of town.
- The RFP for marketing services is active and will close the end of March/first of April. It has been posted on the website and advertised in Huntsville and Birmingham.

## 3. Commencement Discussion

- Dr. Exley mentioned an idea for a speaker.
- The event will be held in the gym once again and will be one ceremony. It will begin at 5 p.m.
- The only employees required to participate will be faculty, Cabinet members and other employees who wish to participate. All employees are invited to attend. This will help to free up seating for students' families and support systems.
- Dr. Exley and the Cabinet agreed to have light refreshments in the President's Conference Room before Commencement begins. Cabinet members participating in Commencement can meet in the President's Conference Room to change into regalia.

## 4. 2017 Alabama Community College System Day

- A bus is reserved for 56 participants. The bus is scheduled to leave at 7 a.m.
- Mr. Whitmore will represent the Cabinet. Ms. Callahan and Manuel Vasquez will attend.
- Cabinet members should check with their employees to gauge who wants to attend.
- Ms. Callahan will work with Brittany Goble to identify up to 25 students to attend.
- Mr. Whitmore, Ms. Callahan, and Jason Cannon will coordinate who will attend and the transportation. Ms. Conley will get contact information to Ms. Callahan, so she can line up meetings with the Legislative Delegation for the students.

## 5. Open Discussion

- Dr. Exley provided an update on the recent President's Meeting with Chancellor Baker, including discussion on House Bill 319, the Workforce grants, and the Corporate Body Bill. The Chancellor shared with presidents his priorities, which include the development of a marketing plan and formal marketing office and the appointment of permanent presidents at colleges that currently have interim presidents.
- Mr. Maltbie reported on the status of implementing Microsoft Office 365 campuswide.
- Ms. Conley asked Cabinet members about their availability to attend the NSA/DHS National Centers of Academic Excellence in Cyber Defense Program Management Office



Executive Academic Forum on behalf of Dr. Exley. The meeting will be held June 7. Dr. Cederholm will check with Michael Gibson about his availability to attend.

## Upcoming Events

### March

- 8-11 Music Department Scholarship Auditions by Appointment
- 8 Last Day to Register, Add or Drop a Mini II Class Without Penalty  
Baseball vs LaGrange, 3 pm EST, LaGrange, GA  
Volleyball vs Gadsden State, 6 pm, SSCC
- 9 Historic Women of Alabama Presentation by History@Snead, 10-11 am, Fielder  
Theatre Scholarship Auditions, 3-6 pm, Bevill
- 10-11 SSCC Softball High School Tournament, TBA, Rainsville
- 11 Tennis vs Central Alabama CC, 10 am, SSCC  
Tennis vs East Central CC, 5 pm, Gadsden Tennis Center  
Baseball vs Itawamba, 2 pm, Fulton, MS  
Dance Team Try-outs, 8am-5pm, SSCC Gym
- 12 Music Department Literary Salon, 3 pm, Fielder
- 13-14 Women's Golf at Calhoun Invitational, Point Mallard
- 14 Softball vs Central Alabama CC, 2 pm, Alexander City  
Jazz Showcase, 6-8 pm, Bevill
- 15 60% of Term  
Volleyball vs Gadsden State, 6 pm, Gadsden
- 16 Softball vs Southern Union, 2 pm, SSCC  
Baseball vs Wallace State, 12 noon, SSCC
- 17 SSCC Alumni Association Dinner and a Show Fundraiser, Dinner 5 or 7 pm (Commons), Show 6 pm (Fielder)
- 18 Softball vs Wallace State, 2 pm, Hanceville  
Tennis vs Shorter College, 1 pm EST, Rome, GA  
Baseball vs Wallace State, 2 pm, Hanceville  
Volleyball vs Berry College, 9 am, Rome, GA
- 20-24 Spring Break
- 20 Baseball vs LaGrange College, 12 noon, SSCC
- 21 Pell Grant Check Release for Mini II  
Softball vs Marion Military, 1 pm, Marion, AL  
Advisement Begins for Summer Semester
- 22 Softball vs Walters State, 2 pm, Morristown, TN
- 23 Baseball vs Marion Military, 12 noon, Marion
- 25 Softball vs Calhoun CC, 2 pm, Decatur  
Baseball vs Marion Military, 12 noon, SSCC
- 28 Tennis vs Marion Military, 2 pm, SSCC  
Softball vs Calhoun CC, 2 pm, SSCC



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**March 8, 2017**

**Attendees**

Ms. Kelli Conley, Dr. Robert Exley, Mr. Jason Cannon, Mr. Randy Maltbie, Dr. Annette Cederholm, Ms. Teresa Walker, Mr. Joe Whitmore

**Absent**

Ms. Shelley Smith

**Convened**

10:00 am

**Old Business**

1. Strategic Planning
  - There was no new information to report.

**New Business**

1. QEP Executive Report – Rachel Green White
  - Rachel White presented an Executive Report on the QEP that included the goals, strategies, and intended outcomes; early alert system; Academic Success Center; changes; status of goals; student success rates; ASC usage; and Starfish updates.
  - The QEP should be seen as a separate entity from the Academic Success Center.
  - The QEP should be very focused and the rate of success in the Gateway courses should not be driving the ASC.
  - Faculty engagement is key.
  - Dr. Exley suggested that the QEP advisory committee narrow the focus of the QEP and recommend changes for a cleaner assessment.
  - A brief discussion was held on tutoring and the possible use of individuals other than students as tutors (i.e. faculty, volunteers from community).
  - It would be beneficial to provide feedback to faculty on retention and success rates.
2. Section 508 Refresh – Michael Gibson
  - Michael Gibson provided an overview of Section 508 Refresh which was published January 18, 2017, with compliance beginning January 18, 2018.
  - Will the current administration change this requirement?
  - Hardware and software packages are available to assist with compliance. Cost of compliance could potentially be reduced for the colleges if the ACCS could negotiate the purchase for the system as a whole and even possibly house the packages at their office.
  - The final rule specifically requires Information and Communication Technology (ICT) and specified forms of electronic content produced to meet the requirements specified for Web pages in the most recent version of WCAG 2.0.
  - Holding pattern for now. Wait and see what happens.

3. Enrollment Update
  - Enrollment from fall to spring and spring to spring is down 8-9%.
  - Focus now is on summer enrollment especially transient students.
  - Need to start thinking differently with summer course scheduling and look at the analytics as to which courses are being taken during the summer.
  
4. Aviation Update
  - Prospectus was sent a week early to SACSCOC.
  - Approval from the FFA is pending.
  - Next steps are to acquire the necessary powerplant equipment and transfer of personnel.
  - Snap On will be utilized for input on the facility design.
  
5. 2017 Alabama Community College System Day Update
  - Currently, ten employees and eight students are scheduled to attend.
  - Joe Whitmore will look at downsizing the transportation for the event.
  
6. EAB – Planning Your Onsite Discussion
  - It was decided to plan a date for the onsite research study presentation, Getting to the Next Phase in Student Success, with division directors, Gateway course instructors, Rachel White, and student services personnel that could benefit. Dr. Cederholm and Kelli Conley will look will look for a date.
  
7. Open Discussion
  - All-Alabama Academic Team Program – The AAAT recognition program is scheduled for Friday, April 14<sup>th</sup> at 12 noon at Ross Bridge in Birmingham. The College has six tickets available for SSCC personnel. Jason Cannon and Kelli Conley will finalize the list of attendees.
  - Arab Instructional Site – A discussion was held on the feasibility of the Arab Instructional Site including the types of courses that should be offered in Arab. A letter was mailed informing Mayor Joslin of the termination of the current lease at the end of summer. Mayor Joslin is currently trying to secure an investor to build a spec building on property owned by the city. The mayor has requested input from the College on the specs for the building. Dr. Exley and Joe Whitmore will discuss the building specs and get them to the mayor. If a suitable location cannot be secured by fall, the plan is to renegotiate the lease with the City of Arab for only the space utilized in the current building and to transfer the maintenance and upkeep of the building to the city. Revisions to the summer and fall course offerings at the Arab Instructional Site should not be made at this time.

## **Upcoming Events**

### March

- 28 Tennis vs Marion Military, 2 pm, SSCC  
 Softball vs Calhoun CC, 2 pm, SSCC
- 30 Baseball vs Lawson State, 12 noon, SSCC  
 Softball vs Shelton State, 2 pm, SSCC

### April

- 1 Softball vs Central Alabama, 2 pm, Alexander City  
 Baseball vs Lawson State, 12 noon, Birmingham

- 3-4 Women's Golf – Martin Methodist Spring Invitational, Lewisburg, TN
- 3 Sophomore Recital of Courtney Lee and Ryan Brooks, 6 pm, Fielder
- 4 Baseball vs Columbia State, 4 pm, Columbia, TN  
Softball vs Central Alabama, 2 pm, SSCC
- 6 ACCS Day in Montgomery  
Graduation Fair/Cap and Gown Order, 9 am-5 pm, SSCC Bookstore  
60% Day of Spring 2017 Mini II Term  
Softball vs Southern Union, 3 pm, Wadley  
Baseball vs Central Alabama, 4 pm, Alexander City
- 7 Graduation Fair/Cap and Gown Order, 9 am-2 pm, SSCC Bookstore  
Tennis vs Meridian, 3 pm, SSCC  
Music Department Spring Concert, 7 pm, Bevill Center
- 8 ACT Exam  
AMTA District V Piano Auditions, 8 am-5 pm, Maze Music Building  
Basketball Tryouts – 11 am-1 pm (Men); 1:30-3:30 pm (Women), SSCC Gymnasium  
Tennis vs Central Alabama, 1 pm, Alexander City  
Baseball vs Central Alabama, 12 noon, SSCC  
Softball vs Wallace State, 2 pm, SSCC
- 9-10 Men's Golf – Tournament in Scottsboro
- 10 Graduation Fair/Cap and Gown Order, 9 am-2 pm, SSCC Bookstore  
Softball vs Chattanooga State, 1 pm, Chattanooga
- 11 Online Registration Opens for Summer Semester  
Graduation Fair/Cap and Gown Order, 9 am-2 pm, SSCC Bookstore  
Softball vs Marion Military, 2 pm, SSCC  
Sophomore Recital of Aaron Holcomb and William Jones, 6 pm, Fielder
- 12-13 Baseball vs Delgado, TBA, New Orleans, LA
- 13 SSCC Awards Day, 10-11 am, Fielder  
Tennis vs Marion Military, 2:30 pm, SSCC
- 14 All-Alabama Academic Team Recognition Program, 12 noon, Ross Bridge
- 15 Tennis vs Berry College, 3 pm EST, Rome, GA
- 17-18 Women's Golf – ACCC Conference Tournament in Cullman
- 17 Guitar Solo Recital, 6 pm, Fielder
- 18 Softball vs Shelton State, 1 pm, Tuscaloosa  
SKD Induction, 6:30 pm, Fielder
- 19 S Day 2017



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**April 19, 2017**

**Attendees**

Ms. Kelli Conley, Dr. Robert Exley, Mr. Randy Maltbie, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Joe Whitmore, Ms. Teresa Walker, Mr. Jason Cannon

**Convened**

2 p.m.

**Old Business**

1. Strategic Planning

- Dr. Exley led discussion about setting time aside to discuss everyone's status with regard to the Strategic Plan.
- The preferences shared was to hold a meeting on campus during the morning.
- Mr. Maltbie mentioned reevaluating planning assumptions and goals within the plan. Items such as the decline in enrollment and the addition of the aviation program were not considerations when the current plan was development.
- Discussion of enrollment led to an update of summer enrollment thus far. Mr. Cannon said as of today, 40 percent of the enrollment is transient students, but without historical data, there's no way to know if this is an increase or decrease over last year's enrollment. The discussion also led to identifying classes that are in demand among transient students, and the largest are physics and chemistry.
- One piece of data the Cabinet would like to track is how many of the transient students are former Snead students.
- Discussion was also held about what strategies being applied for summer can be used for fall.

**New Business**

1. Aviation Update

- Dr. Cederholm reported on her visit with UAH, and they are moving forward with the MOU. They want to host a signing of the MOU at the Albertville Aviation Center. She will give their marketing director Ms. Smith's contact information, so the two offices can coordinate joint marketing efforts.
- Ms. Smith reported on the results of the RFP. The bid was awarded to Underscore\_Branding out of North Carolina. Mr. Whitmore, Dr. Exley and Ms. Smith shared highlights from the proposal that led them to choose this company to handing the branding and marketing for the aviation program.
- The next aviation advisory board meeting is set for May 3.
- Mr. Whitmore reported on the bid results for the purchase of equipment for the aviation program, but he hopes much of the equipment would be donated to save on costs.

2. Commencement Update

- Mr. Cannon reported that plans are moving forward. As of this morning, 264 students have picked up caps and gowns, and he anticipates more will pick up this week.
- Mr. Cannon reviewed the employees and guests who will be on stage.
- The Cabinet and speaker will meet in the President's Conference Room at 4:30 p.m. and walk to the gym. The students will meet in the Commons.
- Ms. Smith will work with Lindsey King to arrange some light refreshments for the Cabinet and guests.

### 3. Open Discussion

- Mr. Whitmore provided an update on renovations to the McCain Center. Contracts were finalized to hire Black Architects. Next step is to have a programming meeting to discuss the scope of the renovations. Dr. Exley led discussion on what should be included in the renovated building.
- The Cabinet discussed the College's membership to League of Innovation. Cabinet agreed to keep basic membership without upgrading to a different level.
- Mr. Maltbie will meet with EAB tech reps to address any IT issues with the Navigate product. Mr. Whitmore is the feasibility of renewing the contract for Starfish. Consensus is to do a one-year renewal until after the SACS five-year report. Michael Gibson is looking into a Blackboard option that may perform the same functions and be a better option.
- Dr. Exley reported about a Senate resolution that the Chancellor has been involved with that addresses performance-based funding. A task force including the Chancellor, the board, an appointee from the Senate, House and Governor's office has been established.
- Arab has notice that we want to vacate the current building. Dr. Cederholm and Ms. Walker need to identify what credit classes should be offered and look into locations to hold those classes. Dr. Cederholm, Ms. Walker and Dr. Exley will talk further.

## Upcoming Events

### April

- |          |  |
|----------|--|
| 19       | S Day 2017   |
| 20-22    | Softball Conference Make up Dates  |
| 20       | Baseball vs Southern Union, 12 noon, SSCC  |
|          | Last Day to Withdraw from a Class with a "W"                                     |
|          | The Miracle Worker – SSCC Theater Dept., 7 pm, Bevill Center                     |
| 21-22    | Tennis State Tournament, TBA   |
| 21       | SSCC Scholars Bowl, 7:30 am-3 pm, Administration, Science, and English Buildings |
|          | The Miracle Worker, 7 pm, Bevill Center  |
| 22       | Baseball vs Southern Union, 1 pm, Wadley   |
|          | The Miracle Worker, 7 pm, Bevill Center  |
| 23       | The Miracle Worker, 2:30 pm, Bevill Center                                       |
| 24       | Fee Assessment for Summer Term Begins  |
|          | Softball vs Cleveland State, 2 pm, SSCC  |
|          | Community Wind Band Spring Concert Dress Rehearsal, 6:30 pm, Bevill Center       |
| 27       | Last Class Day   |
|          | Baseball vs Shelton State, 12 noon, SSCC   |
|          | Community Choir Spring Concert, 7 pm, Fielder Auditorium                         |
| 28-May 4 | Final Exams  |
| 28-30    | Softball ACCS State & Region 22 Tournament, TBA, Alabaster                       |
| 28       | Alumni Homecoming, 5:30 pm, SSCC Gymnasium                                       |

- 29 Baseball vs Shelton State, 3 pm, Tuscaloosa  
30 Community Wind Band Spring Concert, 3 pm, Bevill Center
- May
- 2 Commencement Rehearsal, 2 pm, SSCC Gym  
Ice Cream Social for Graduates, 3 pm, Bevill Center Kitchen Area  
Nursing Pinning Ceremony, 6 pm, Bevill Center  
Baseball Tryouts, 1 pm, SSCC
- 4 Commencement, 5 pm, SSCC Gymnasium
- 5 Faculty Duty Day  
Dormitory Closes  
Baseball vs Calhoun, 12 noon, Decatur  
SSCC Veterans Association's Men's Softball Tournament, 7 pm, Boaz Paradise Park
- 6-12 NJCAA Tennis Tournament, TBA
- 6 Baseball vs Calhoun, 12 noon, SSCC
- 8-10 Faculty Duty Days
- 11 Schedule Drop for Non-Payment



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**May 3, 2017**

**Attendees**

Ms. Kelli Conley, Dr. Robert Exley, Mr. Randy Maltbie, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Joe Whitmore, Ms. Teresa Walker, Mr. Jason Cannon

**Convened**

1:30 p.m.

**Old Business**

1. Strategic Planning (Dialogue – Friday, May 26, 8:30-11:30 a.m.)
  - Plans for the dialogue are set.

**New Business**

1. Aviation Update
  - The first program advisory committee was this morning and went well. All but one member was in attendance or called in.
  - Mr. Whitmore reported on the meeting. He said there are a lot of opportunities with the program.
  - Dr. Cederholm reported on a meeting at Redstone Arsenal held Monday. There is interest in an A&P offering at the Arsenal. Ms. Walker was also in attendance at the meeting. There is office space that can be utilized by the College. They also welcome marketing material to be displayed at the Arsenal. There are also options to offer classes in the evenings and weekends.
  - The MOU with UAH is set to be signed within the next two weeks. A signing will be scheduled by the end of May at the Aviation Center.
2. Commencement Update
  - There are 274 graduates participating, which is more than have ever participated.
  - Mr. Cannon reviewed the Commencement program. One addition to the program was an advertisement about the Snead State Foundation and its contributions to the College.
  - Weather may be a factor and is being monitored. Rehearsal went well on Tuesday. A rain plan was rehearsed in the event of inclement weather. Mr. Cannon said a decision would be made by 3 p.m. on whether to continue as plan or proceed with the rain plan. Notification will be made on social media and the website. Mr. Cannon reviewed the rain plan.
  - Mr. Cannon said that Mary Scott Hunter, a board member, will be attending and participate in the ceremony.
  - Ms. Conley reported on the responses of VIPs to the invitation to the Commencement ceremony.
  - Mr. Cannon reported that the staff has been great to step up and handle tasks for Commencement.



3. Summer Enrollment Update
  - Dr. Exley shared two graphs with data about summer enrollment.
  - Cabinet members discussed the trends in the data and factors influencing the data. The data included information about student type, such as continuing, dual enrollment, first-time freshman, transfer and transient. Two categories that have shown growth include transient and transfer.
  - Dr. Cederholm reported on class sections for summer. Enrollment indicates a majority of students are online or blending, which mirrors the trend for last summer.
  - Summer Pell doesn't take effect until Summer 2018.
  
4. Open Discussion
  - Nursing Pinning went well. A student who died in the fall was honored during the ceremony, and her mother participated in the candle lighting part of the ceremony. There were 40 participants overall.
  - Board of Trustees member Blake McAnally and his wife Patty have scheduled a visit to campus on Friday, June 9, at 10:30 a.m. to meet with Dr. Exley and tour the campus.
  - Mr. Whitmore discussed budget assessment. He advised Cabinet members to continue to be frugal for the remainder of the fiscal year.
  - Jarrod Plummer has resigned as Women's Head Coach. The position has been posted. There are also vacancies for an Assistant Men's Basketball Coach and an Assistant Volleyball Coach that will need to be filled before those seasons begin.
  - Mr. Maltbie met with the EAB representatives regarding the Navigate product. Because the tool will not be what the College needs, Mr. Whitmore is working on ending the contract for the product with EAB. The College will continue to be a member of EAB.
  - Mr. Maltbie is still working on converting the Cabinet to Microsoft Office 360. This is a focus for him following Commencement.
  - The Cabinet needs to inform the President's Office as soon as possible regarding dates for summer association meetings.

## Upcoming Events

### May

- |       |  |
|-------|--|
| 4     | Commencement, 5 pm, SSCC Gymnasium   |
| 5     | Faculty Duty Day<br>Dormitory Closes<br>Baseball vs Calhoun, 12 noon, Decatur<br>SSCC Veterans Association's Men's Softball Tournament, 7 pm, Boaz Paradise Park |
| 6-12  | NJCAA Tennis Tournament, TBA   |
| 6     | Baseball vs Calhoun, 12 noon, SSCC   |
| 8-10  | Faculty Duty Days  |
| 11    | Schedule Drop for Non-Payment  |
| 15-18 | NJCAA Women's Golf Tournament  |
| 17-20 | NJCAA Women's Softball Tournament  |



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET STRATEGIC PLANNING AND REVIEW SESSION**  
**May 26, 2017**

**Attendees**

Ms. Kelli Conley, Dr. Robert Exley, Mr. Randy Maltbie, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Joe Whitmore, Ms. Teresa Walker, Mr. Jason Cannon, Mr. Phil Black

**Convened**

9 a.m.

1. McCain Programming Discussion
  - Mr. Black with Simonton Black Architects led discussion of space programming for the McCain Center.
  - All impacted departments are to complete a space programming questionnaire and return it to Ms. Conley before June 9. Any questions regarding the questionnaire are to go to Mr. Whitmore to share with Mr. Black.
  - Another milestone meeting regarding the space programming will be held sometime in July.
2. Review and Update Planning Assumptions
  - Dr. Exley and Mr. Whitmore led discussion with the Cabinet suggesting edits to the planning assumptions.
3. Review of the Strategic Planning Process
  - Discussion included addressing what makes Snead State compelling, what is critical to consider with the political climate and what the highest priorities are.
  - Relationships, customer service and tradition were names as compelling aspects of Snead State.
  - Performance-based funding and a shift toward less support for students at a state level were factors discussed as part of the political climate.
  - Enrollment growth/retention, resources/infrastructure and being viewed as the best within the system were listed among priorities.
4. Situational Analysis
  - Ms. Walker presented an analysis of Workforce and Economic Development, including metrics and the changing climate.
  - Dr. Cederholm reviewed instructional programs. An emphasis is being placed on Career and Technical programs, in particular credentials that may be obtained through the programs.
  - Mr. Cannon led discussion of student engagement and success. Points of emphasis included retention, soft skills, completion and leadership development for students.
  - Mr. Whitmore provided an analysis on facilities. The infrastructure is good, so emphasis is now placed on safety, housing and ADA compliance.

- Reviews of the QEP and SACSCOC Fifth Year Report were tabled until a regularly scheduled Cabinet meeting.
5. Review Status and Relevance of Current Stated Goals
- Dr. Exley led the discussion on each goal. The Cabinet provided feedback on which goals were accomplished, which needed to be deleted, and which still needed to be completed.



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

**June 21, 2017**

**Attendees**

Ms. Kelli Conley, Dr. Robert Exley, Mr. Randy Maltbie, Ms. Shelley Smith, Dr. Annette Cederholm, Mr. Joe Whitmore, Ms. Teresa Walker, Mr. Jason Cannon

**Convened**

2 p.m.

**Old Business**

1. Strategic Planning
  - Item deferred until next meeting.

**New Business**

1. Visit by Dr. John Stewart and University of Montevallo Staff
  - Dr. Stewart and his team shared with the Cabinet about opportunities for UM to partner with Snead State.
  - Cabinet members shared information about what Snead students are looking for in transfer universities and about the demographics of Snead students.
  - Dr. Stewart and his team provided information about the Transfer Pathway Program (continuUM) that could benefit Snead students.
2. Aviation Update
  - A new full-time instructor starts July 10.
  - SACSCOC approved the substantive change request for the acquisition of the site and the air frame program.
  - PowerPlant classes may not be ready until spring, but students will still be able to enroll in classes for fall as part of the program.
  - The branding development is on schedule. Underscore\_Branding will be on campus for a presentation and workshop in July.
3. Summer Enrollment Update
  - Dr. Exley led conversation about the enrollment numbers, which are positive. More credit hours are anticipated during Summer Mini II enrollment. The College is on target to meet the summer enrollment goal.
  - Mr. Cannon shared preliminary numbers for fall enrollment. Registration for Parson Days opens July 5.
  - Transient student enrollment has risen significantly for summer.
3. Approval of Grant Applications
  - CTE Instructor Supplements: The Cabinet unanimously agreed to approve the application of approximately \$16,000 for MSSC training and OSHA training for academic and Workforce Development instructors.
  - Industrial Maintenance Equipment – The Cabinet unanimously approved an application for \$600,000 to existing equipment primarily and to purchase some new equipment.

4. Acceptance of Grants
  - Manufacturing Skills Standards Council (MSSC) – The Cabinet unanimously accepted the grant in the amount of \$11,500 to cover student registration and fees.
  - MSSC – The Cabinet unanimously accepted \$500 to cover the cost of the College to become a center to proctor the skills test.
  
5. Open Discussion
  - Mr. Cannon reported on a new leadership program he and Brittany Goble are working to implement on campus for students. The annual cost for the College is \$2,800, but the College received a fee waiver for the first year. The College is under no commitment to continue the program after the first year. Students will have a one-time fee of \$85 to participate in the program. The program offers curriculum for skills development, such as leadership and soft skills. Snead will be the fifth community college to participate.
  - Mr. Whitmore reported that the College likely won't have an appropriation number until after the next Board of Trustees meeting. Mr. Whitmore does anticipate a short turnaround in developing and submitting a budget once the appropriation amount is announced.

## Upcoming Events

### June

- 21 Last Day to Withdraw from a Mini I Class with a “W”  
 23 Blake McAnally, ACCS Board of Trustees, Campus Visit, 9 am  
 28 Last Class Day for Mini I  
 28-29 PLA Strategies & Policy Meeting, Montgomery  
 29 Final Exams for Mini I  
 Dorm Opens for Mini II Students

### July

- 3-7 Dr. Exley – Vacation  
 4 Independence Day Holiday (College Closed)  
 5 Classes Begin for Mini II  
 Parson Days Registration Opens  
 6 Last Day to Register or Add a Mini II Class  
 Last Day to Drop a Mini II Class Without Penalty  
 11 Presidential Scholars Orientation & Registration, 9 am-1 pm, Administration/McCain  
 Parson Days Student Leadership Training, 2-6 pm, McCain  
 Fee Assessment Begins for Fall Semester  
 12 Fall Registration Opens for Returning Students  
 60% Day of Summer Term  
 18 MCMA Breakfast Meeting, 7:30 am, Progress Rail  
 19 Pell Grant Check Release for Summer Mini II  
 Fall Registration Opens for First Time Students  
 19-25 Parson Days for Incoming Students  
 24 Varsity Volleyball Camp (Play Date), 9 am-5 pm, SSCC Gym  
 25 Individual Volleyball Camp, 9 am-3 pm, SSCC Gym  
 26 Individual Volleyball Camp, 9 am-3 pm, SSCC Gym  
 60% Day of Summer Mini II  
 27 Varsity Volleyball Camp (Play Date), 9 am-5 pm, SSCC Gym  
 28 Last Day to Withdraw from Mini II Class with a “W”  
 Last Day to Withdraw from a Class with a “W”



**SNEAD STATE COMMUNITY COLLEGE  
PRESIDENT'S CABINET MEETING  
July 19, 2017**

**Attendees**

Jason Cannon, Dr. Annette Cederholm, Kelli Conley, Dr. Robert Exley, Randy Maltbie, Teresa Walker, and Joe Whitmore

**Absent**

Shelley Smith

**Convened**

1:30 pm

**Old Business**

1. Strategic Planning
  - Item deferred.

**New Business**

1. Aviation Update
  - The paperwork has been submitted for the Department of Education, Veteran's Affairs, and WIOA.
  - Dr. Exley is scheduled to meet with Dr. Vicky Ohlson on Monday to update her on our progress with the acquisition of the Albertville Aviation Center.
2. Summer Enrollment Update
  - Dr. Exley distributed the latest enrollment numbers for Fall 2017 headcount and credit hours. The enrollment numbers look promising if the trend continues.
3. Dream It. Do It. Program – Manufacturing Day Ambassadors
  - The program is designed to promote manufacturing as a career.
  - The system office has requested that each college designate someone on campus as the contact for this program.
  - Dr. Exley asked Jason Cannon, Dr. Cederholm, and Teresa Walker to review the information and check with their colleagues to see what they are doing.
  - The Cabinet will determine the person of contact at the next cabinet meeting.
4. Approval and Acceptance of Grant – NSF Scholarship for Service Cybercorps Grant
  - The Cabinet unanimously approved and accepted the grant that provides a scholarship to one student per year who is a 4-year transfer major in Computer Science to UAH.
5. Acceptance of Grant – CTE Instructor Supplements (\$16,140)
  - The Cabinet unanimously accepted the \$16,140 for MSSC and OSHA training for academic and Workforce Development instructors.
6. Open Discussion
  - Dr. Exley distributed the Alabama Community College System organizational chart that was provided to the College presidents.

- Joe Whitmore informed the Cabinet that the budget was submitted on July 14. He commended the Budget Committee on their work. The operating budget for next year was reduced by approximately \$180,000 which is 5%. Mr. Whitmore will be working with Cabinet members for input concerning where cuts can be made within their budget. Also, budget manager training will be conducted on August 16.
- Dr. Exley and Joe Whitmore met with Phil Black on Monday concerning McCain programming. According to preliminary results, all services requested including the bookstore and the cafeteria can be programmed into McCain with the addition of a three floor. Dr. Exley shared the preliminary McCain programming chart. Mr. Black will be forwarding an electronic version as well.

### **Upcoming Events**

#### July

- 19-25 Parson Days for Incoming Students
- 24 Varsity Volleyball Camp (Play Date), 9 am-5 pm, SSCC Gym
- 25 Individual Volleyball Camp, 9 am-3 pm, SSCC Gym
- 26 Presentation of Findings (Branding/Marketing of Aviation Program), 10:30-12 noon, Seminar Room  
Individual Volleyball Camp, 9 am-3 pm, SSCC Gym  
60% Day of Summer Mini II
- 27 Varsity Volleyball Camp (Play Date), 9 am-5 pm, SSCC Gym
- 28 Last Day to Withdraw from Mini II Class with a "W"  
Last Day to Withdraw from a Class with a "W"

#### August

- 4 Last Class Day for Summer Term



**SNEAD STATE COMMUNITY COLLEGE**  
**PRESIDENT'S CABINET MEETING**  
**August 16, 2017**

**Attendees**

Mr. Robert Exley, Mr. Jason Cannon, Ms. Kelli Conley, Ms. Shelley Smith, Ms. Teresa Walker, Dr. Annette Cederholm, Mr. Joe Whitmore

**Absent**

Mr. Randy Maltbie

**Convened**

2 p.m.

**Old Business**

1. Strategic Planning
  - Deferred.

**New Business**

1. Aviation Update
  - Dr. Exley and representatives from UAH will sign the Memorandum of Understanding on campus on Aug. 28 at 10 a.m.
  - Dr. Cederholm will invite the aviation staff to attend.
  - Dr. Exley is reviewing the SACS prospectus for the PowerPlant program this week.
  - The ACCS office is posting a position for director of statewide aviation, who will coordinate different aspects of the aviation programs at all three campuses, including financial aid.
  - Dr. Exley will touch base with the Chancellor about the College starting to assess the \$35 fee.
  - Three dual enrollment students have enrolled in the aviation program so far for this fall.
2. Fall Enrollment Update
  - Dr. Exley reviewed fall enrollment data on credit hours and student type.
  - Dr. Exley led discussion on where to focus efforts for recruiting, marketing, retention, etc., based on trends in enrollment by student type.
  - The next drop for non-payment is Sunday.
3. Dream It. Do It. Program – Manufacturing Day Ambassadors Update
  - Ms. Walker shared tentative date for the Manufacturing Day, which are Oct. 12, 17 or 19. The three industries involved include Kappler, Newman, and Warren Distribution. The event will include tours and other activities.
  - Ms. Walker will talk with the industries to better outline the college's role in the event. The focus is marketing manufacturing as a career, especially to females.



4. Apple Initiative
  - The College is slated to be in final implementation group for the initiative, scheduled for next fall.
  - The College will be required to spend \$25,000-\$50,000 to set up an Apple lab and to send faculty for training in the Apple curriculum.
  - The goal is to train students in writing apps for Apple.
5. Class of 2017 Chancellor's Awards
  - A list of nominees has to be sent to the System Office by Oct. 6/
  - The recognition will be held on the Sunday afternoon before Thanksgiving in Montgomery with a reception to follow.
  - The criteria is the same as last year. Nominees can be submitted in the categories for Administrator, Staff and Faculty.
  - Ms. Conley will send a list of names of past nominees.
6. Office Hours Prior to Start of Semester
  - Student Services will be open later on Friday. The Advising Blitz is Thursday and Friday.
7. Acceptance of Amatrol Skills Boss Trainers and hand Tool Package Sets
  - The System office buys the equipment for the college since in order to get a discounted price, the purchase had to be made through one entity.
  - The Cabinet agreed unanimously to approve this.
8. Acceptance of Grant – Additional CTE Instructor Supplements (\$13,806)
  - The grant is extra money for supplements and trainings, and Snead's portion of the grant is \$13,806. The funding will be used to fund training to do MSSC.
  - The Cabinet unanimously agreed to accept the grant.
9. Open Discussion
  - Dr. Exley asked the Cabinet to encourage employees to attend the ACCA conference in Montgomery.
  - Cabinet members should send a list of attendees to Ms. Conley by Oct. 4.

## **Upcoming Events**

### August

- |       |   |
|-------|---|
| 17    | Dorms Open  |
| 19    | SSCC Volleyball Scrimmage at UNA, TBA   |
| 20    | Schedule Drop for Non-Payment<br>Fishing Team Fundraiser, 5 pm until close, Boaz Dairy Queen            |
| 21-25 | Welcome Back Week, 10:30-11 am, Gazebo (Rain: SUB)  |
| 21    | Classes Begin for Fall and Mini I   |
| 22    | Last Day to Register or Add a Class for Fall Mini I<br>Last Day to Drop Without Penalty for Fall Mini I |
| 24    | Last Day to Register of Add a Class for Fall<br>Last Day to Drop Without Penalty for Fall               |
| 25    | SSCC Veterans Association Men's Softball Tournament, Boaz Paradise Park Complex                         |
| 27    | SSCC Baseball Family Day, 1 pm, SSCC Baseball Field   |
| 29-30 | Club Rush, 9-11 am, Gazebo (Rain: Commons Area)   |
| 29    | Volleyball vs Point University, 4 pm, Gadsden   |
| 31    | Volleyball vs Southern Union, 7 pm, Wadley  |

September

- 4 Labor Day Holiday (College Closed)  
Pell Grant Check Release  
Volleyball vs Martin Methodist, 6 pm, SSCC
- 6 Volleyball vs Wallace-Hanceville, 6 pm, SSCC
- 8-9 Volleyball vs Gulf Coast Community College, TBA, Panama City, FL



**SNEAD STATE COMMUNITY COLLEGE  
PRESIDENT'S CABINET MEETING  
August 30, 2017**

**Attendees**

Mr. Robert Exley, Mr. Jason Cannon, Ms. Kelli Conley, Ms. Shelley Smith, Ms. Teresa Walker, Dr. Annette Cederholm, Mr. Joe Whitmore, Mr. Randy Maltbie

**Convened**

2 p.m.

**New Business**

1. The Cabinet discussed budget concerns for fiscal year '18.
2. Dr. Exley led discussion about fall 2017 enrollment data. Enrollment trends seem to be consistent across the college system.
3. Ms. Walker posed the question of how the demographic of enrollment has changed, and the Cabinet discussed this information.
4. Mr. Maltbie asked about the percentage of completers in light of enrollment decline. Dr. Exley added that this could be data to compile for further discussion.
5. Discussion included areas where enrollment could grow, such as enrollment in completely online degree programs and student retention.
6. Mr. Maltbie, Dr. Cederholm, and Mr. Cannon discussed the vendor demonstrations for the statewide administrative software and the implications of the pending implementation on the budget.



## **SNEAD STATE COMMUNITY COLLEGE**

### **PRESIDENT'S CABINET MEETING**

**September 11, 2017**

#### **Attendees**

Mr. Robert Exley, Mr. Jason Cannon, Ms. Kelli Conley, Ms. Shelley Smith, Ms. Teresa Walker, Dr. Annette Cederholm, Mr. Joe Whitmore, Mr. Randy Maltbie

#### **Convened**

8 a.m.

The Cabinet discussed preparations that needed to be made in light of potential inclement weather from Hurricane Irma. All warnings and watches have been canceled. The weather event is now a wind event with heavy rain predicted.

Each building director should connect with Steve Williams regarding concerns about water intrusion in each building. Outdoor furniture needs to be secured. Outdoor ferns/plants need to be brought in.

Mr. Maltbie reminded everyone to turn off their computers as they leave for the day. Dr. Exley asked if extra plastic tarps should be provided to secure musical instruments against water intrusions.

Someone will go through dorm to make sure secure. Basement and windows in the dorm are a concern. College, employee and student vehicles should be parked away from trees.

The SUB is a concern. Maintenance will put plastic garbage bags over computers to guard against leaks. McCain computer lab may need that as well since it has a history of leaks.

Maintenance is doing a walk-through of the buildings to take care of anything else.

Vicki Carr ordered generator fuel, but no one knew if it had arrived. Mr. Maltbie is keeping a watch for it and has a back-up.

Mr. Cannon will try and get a number of students who are staying in the dorm to know how to prepare for meals.

Dr. Cederholm described the plan for online classes should the College be closed or instructors are unable to cover their classes.

Ms. Walker reported on preparations at the Arab site: outdoor chairs were brought in and tables turned over. The doors leak, so that will have to be monitored. Dr. Exley suggested placing sand bags at the front of the doors if needed. Mr. Whitmore will work with maintenance to contact the City of Arab to place sand bags at the front of the doors to prevent leaks.

Maintenance is going to start checking buildings after lunch on Tuesday for possible leaks/problems, so these can be addressed before the College reopens on Wednesday.



## **SNEAD STATE COMMUNITY COLLEGE**

### **PRESIDENT'S CABINET MEETING**

**October 4, 2017**

#### **Attendees**

Mr. Robert Exley, Mr. Jason Cannon, Ms. Kelli Conley, Ms. Shelley Smith, Ms. Melissa Rice, Mr. Joe Whitmore, Mr. Randy Maltbie

#### **Absent**

Dr. Annette Cederholm, Ms. Teresa Walker

#### **Convened**

2 p.m.

#### **Old Business**

1. Strategic Planning
  - Ms. Conley will review the Cabinet members' calendars for a date in November to schedule a strategic planning meeting.
2. Aviation Update
  - The College is still waiting on SACS and other board approvals for the powerplant program.
  - The deadline for the ARC proposal is Nov. 13. The Cabinet unanimously approved moving forward with this. This will provide funding for powerplant equipment for the Aviation Program.
  - Dr. Exley will meet with other College presidents with aviation programs as well as the new State Director for Aviation next Wednesday.

#### **New Business**

1. Approval and Acceptance of Grant - Cybersecurity

- Ms. Rice shared the specifics about the grant with the Cabinet. Mr. Greg Randall will submit the GenCyber proposal to conduct summer camps for high school students. The proposal is requesting up to \$100,000 for a one-year project with a week-long curriculum that may be offered more than once during the summer. The curriculum is structured from NSF, though some materials Mr. Randall will develop. No match is required. The proposal does include field trips. The camps will be led by Mr. Randall and Mr. Dack Phillips, but other workers may be brought in to help.
  - The Cabinet unanimously approved the grant proposal.
2. Class of 2017 Chancellor's Awards (Sunday, Nov. 19, 2:30-3:30 p.m., Renaissance Montgomery)
    - An email went out campus-wide to accept nominations through Friday. The nominations will go through the College's selection process, and then four nominees will be submitted to the Chancellor's Office next week.
  3. ACCA Annual Conference (Nov. 19-21, Renaissance Montgomery)
    - Cabinet members with employees who plan to attend need to let Ms. Conley know as soon as soon as possible. The deadline to take advantage of the discounted hotel rate is Oct. 20.
    - Thus far, the four Chancellor's Awards nominees, Dack Phillips, Mr. Cannon, Paul Gore, Dr. Exley, and Mr. Whitmore will be attending.
  4. Open Discussion
    - Dr. Exley led discussion of enrollment trend information sent via email earlier in the day. Transient and new student numbers are up; continuing student enrollment is down; the number of graduates is up. This fall, less than half of enrollment is traditional face-to-face; this is the first time that the fall semester has shown a trend of more online students than face-to-face. Dr. Exley mentioned exploring an online marketing campaign. Mr. Cannon shared his concerns for spring which included a decrease in new student admission applications over the same time last year.
    - Dr. Exley led discussion regarding an email sent by an employee regarding a personal issue. The Cabinet agreed to have the respective Cabinet member speak to the employee about this.
    - Dr. Exley led discussion regarding a mechanism to warn employees and students campus-wide of an emergency. As of right now, the campus-wide email system is the only means to do this.
    - Dr. Exley led discussion of a memo sent from his office to coaches, the Athletic Director and the Cabinet regarding changes in athletics. He reminded the Cabinet that Dean Myrick with the ACCC would be on campus tomorrow to conduct an audit of policies and procedures within athletics and offer recommendations to streamline or improve procedures. Dr. Cederholm and Women's Basketball Coach Destinie Smith will work out a procedure to provide academic progress reports to coaches regarding their athletes.

- Mr. Whitmore will lead a budget training session next Friday from 9-11 a.m. in the Weathers Building.
- Mr. Cannon reported on a luncheon he attended at the University of Alabama Gadsden Center. He said Snead was mentioned very favorably as the fifth largest feeder school for UA, and the Dean of Commerce bragged on the preparation of Snead transfer students.
- Mr. Whitmore will send an email campus-wide soon regarding the administration of the campus fleet, which will move from the Business Office to Maintenance. The new designated area for pick up and drop off will be in the parking area by the ASC and tennis courts. A system for dropping off and picking up the keys and mileage book will be established as well. The Cabinet suggested Mr. Whitmore consider adding a second gas card to be used by the fleet other than a Shell card to provide another option for our employees as they travel.

## Upcoming Events

### October

- 4 Volleyball vs Wallace-Hanceville, 6 pm, Hanceville
- 5 National Society for Leadership & Success Leadership Training, 2 pm, Fielder
- 6 Tennis vs Wallace-Hanceville, 2:30 pm, Hanceville  
Baseball vs Lawson State, 11:30 am, CACC Tournament
- 6-7 Volleyball – Vincennes University Tournament, TBA, Vincennes, IN  
Boaz Harvest Festival – Jazz Band & College Street Singers Performance on Oct. 6 at 12 noon
- 7 Men’s Basketball Jamboree, TBA , Duluth, GA  
Women’s Basketball SE Jamboree, TBA, Albany, GA
- 7-8 Softball – UNA Tournament, TBA, Florence
- 7-9 Women’s Golf – Marion Military Tournament, TBA, Birmingham
- 9 Last Class Day Fall Mini I  
Softball vs Jacksonville State University, 4 pm, Jacksonville
- 10 National Society for Leadership & Success National Speaker Series, 6 pm, Fielder  
Final Exams for Fall Mini I  
Baseball vs Martin Methodist, 12 noon, SSSC  
Volleyball vs Wallace-Selma, 7 pm, SSSC
- 11 ACCS Board of Trustees Meetings
- 12 Volleyball vs Lawson State, 6 pm, Birmingham  
Dorm Opens for Fall Mini II  
Softball vs UAB, 4 pm, Birmingham  
Baseball vs Martin Methodist, 3 pm, Pulaski, TN
- 13 National Society for Leadership & Success Leadership Training, 7am-2pm, Fielder  
Men’s and Women’s Golf Fundraiser, 12 noon, Big Spring Lake Golf Club
- 15 Book Signing for Gladys Sherrer “Into the Crossfire”, 2-4 pm, Fielder/Commons
- 15-17 Men’s Golf – Walters State Community College Tournament, Morristown, TN  
Presidents’ Association Fall Meeting, Birmingham
- 16 Volleyball – Cumberland University Tournament, 1,3, and 5 pm, Lebanon, TN



- 17 Classes Begin for Fall Mini II
- Last Day to Register or Add a Fall Mini II Class
- Last Day to Drop Without Penalty for Fall Mini II Class
- Advisement Begins for Spring Semester
- National Society for Leadership & Success National Speaker Series, 6 pm, Bevill
- UAH Representative Visit, 10 am-2 pm, SUB & English Building



## **SNEAD STATE COMMUNITY COLLEGE**

### **PRESIDENT'S CABINET MEETING**

**October 18, 2017**

#### **Attendees**

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

#### **Absent**

Ms. Kelli Conley

#### **Convened**

2 p.m.

#### **Old Business**

1. Strategic Planning
  - Xxxxx
2. Aviation Update
  - Dr. Exley reported on a recent meeting in Montgomery with presidents of colleges with aviation programs and the Director of Aviation.
  - The Director of Aviation completed the resource inventory and has asked for a list of needed items for the Aviation Center.
  - Prospectus was sent Tuesday to SACSCOC for staff review. Approval will be based on staff recommendation.
3. Enrollment Update
  - The College ended fall registration with a 4.2% decrease in headcount and credit hours. The average courseload per student is up.
  - Dr. Exley shared system wide information and enrollment information from sister colleges. The college system's enrollment is down 2.2%.

- The recruitment efforts for Fall Mini II were successful, so the Cabinet was charged with coming up with ideas to facilitate that for Spring.

## **New Business**

1. Approval of Grant – EITP Grant (\$15,000) for Marshall Medical Centers for Leadership Training
  - Ms. Walker explained details and asked for approval to write the grant proposal.
  - The Cabinet unanimously approved to submit the proposal.
2. Approval Acceptance of Grant – EITP Grant (\$15,000) for Newman Technology for CPT Training
  - Ms. Walker explained the details to write the grant proposal.
  - The Cabinet unanimously approved to submit the proposal.
3. Coverage of Arab Site while Teresa Walker is on medical leave
  - Ms. Walker will be on leave from Oct. 23-Nov. 3.
  - Ms. Walker said she didn't think it was necessary for someone to be stationed at the center. If something comes up, Savannah Mann can touch base with Ms. Conley to find out the appropriate Cabinet member to discuss any issues with.
4. Arab Items for Transfer/Storage/Surplus
  - Ms. Walker and Mr. Whitmore wanted to share the items with the Cabinet to see if anyone wanted the items, so the items can be delivered directly to the respective offices.
5. Open Discussion
  - Dr. Exley reported on the recent Fall President's Meeting. The Chancellor discussed system-wide enrollment, workforce development, and other topics.
  - Dr. Cederholm said Snead employees are already scheduled to go through the Apple Institute training during the ACCA Conference. Mr. Maltbie ordered the laptops that were required for the initiative. Dual enrollment is available next fall for this initiative.
  - Mr. Cannon and Ms. Smith will work on a way to gauge interest in career technical programs such as computer science and aviation among high school students in the area.
  - Dr. Exley led conversation about possibly changing some procedures and other things involving the Academic Success Center and the QEP. One change discussed was potentially new software. Dr. Exley suggested having EAB conduct a workshop in the spring regarding education pathways.

- Dr. Exley reported on changes within the Athletics program, including budget cuts and fundraising goals.

## Upcoming Events

### October

- 18 Volleyball vs Gadsden State, 6 pm, Gadsden
- 20 Volleyball vs Coastal AL-South, 1 pm, Bay Minette  
Volleyball vs Coastal AL-Brewton, 5 pm, Brewton  
Baseball vs University of Montevallo, 3 pm, Montevallo
- 21 Softball vs Auburn University, 1 pm, Auburn  
Softball vs Valdosta State, 3 pm, Auburn  
Men's & Women's Basketball Jamboree, TBA, Cartersville, GA
- 22-24 Women's Golf: Martin Methodist Tournament, TBA, Athens, AL
- 24 Tennis vs Shorter, 1 pm, Gadsden Tennis Center  
Baseball vs Martin Methodist, 12 noon, SSCC  
National Society for Leadership & Success National Speaker Series, 6 pm, Bevill
- 25 SSCC Preview Day, 9am-12 noon, Gym  
Marshall County College Day, 9am-12 noon, Bevill/Gym  
60% Day of the Term
- 26 Volleyball vs Bevill State, 6 pm, SSCC  
Gerhart Youth Concert, 6 pm, Fielder  
University of Alabama Rep from Continuing Studies, 9:00-11:30 am, SUB
- 27 Gerhart School Performance, 12:30 pm, Fielder  
Women's Basketball vs Volunteer Community College, 3 pm, Gallatin, TN
- 28 ACT Exam  
Gerhart Master Class, 10 am, Music Building  
Gerhart Master Class Concert, 3 pm, Fielder  
Gerhart Alexander Technique Workshop, 1:30 pm, Administration Building room 221  
Tennis vs Blue Mountain College, 1 pm, Blue Mountain, MS
- 29 Softball vs Birmingham-Southern, 10 am, Birmingham  
Gerhart Concert, 2 pm, Fielder
- 30 Pell Grant Check Release for Fall Mini II
- 31 College Transfer Fair, 9:30-11:30 am, Commons



## **SNEAD STATE COMMUNITY COLLEGE**

### **PRESIDENT'S CABINET MEETING**

**October 18, 2017**

#### **Attendees**

Mr. Robert Exley, Mr. Jason Cannon, Ms. Shelley Smith, Mr. Joe Whitmore, Mr. Randy Maltbie, Dr. Annette Cederholm, Ms. Kelli Conley

#### **Absent**

Ms. Teresa Walker

#### **Convened**

1:30 p.m.

#### **Old Business**

1. Strategic Planning
  - Nothing new to report.
2. Aviation Update
  - Nothing new to report.
3. Enrollment Update
  - The advising campaign kicked off Monday and seems to be going well.
  - The transfer fair was Tuesday and went well.

#### **New Business**

1. McCain update
  - Mr. Whitmore reported on a recent meeting to finalize preliminary plans for the space.

- The next challenge is funding the project. Mr. Whitmore said he's looking into financing options to determine the best option for the College.
  - IT will need to relocate, but determining where to place those offices still needs to be addressed.
2. City of Boaz ACE Program Community-wide Rally, Tuesday, Nov. 14, 6 p.m., Fielder Auditorium
- Mr. Whitmore will be the College representative at the meeting.
  - Anyone else is welcome to attend.
  - They are hosting a meeting from 1-4 p.m. that is a question and answer session for businesses. Mr. Maltbie is going to try and attend.
  - Ms. Smith will send out information about the meeting to employees and students.
3. Open Discussion
- Michael Gibson put together a task force to address Prior Learning Assessment. Dr. Cederholm presented a draft that the task force put together. If approved by the Cabinet, it would have to go to the State Board of Trustees for approval. The Cabinet asked some preliminary questions, and the Cabinet is to review, make a note of questions or suggestions, and send those to Dr. Cederholm before the next Cabinet meeting. Dr. Exley also suggested Mr. Gibson come and discuss the draft with the Cabinet during a future meeting.
  - Snead State received an industrial maintenance grant in the amount of \$360,900 to purchase equipment. Dr. Cederholm and Mr. Whitmore will work together to prepare bid specs and coordinate the purchase of equipment. The Cabinet agreed to accept the grant award.
  - The ACCC Volleyball Championship will be on campus this weekend. The Lady Parsons open the tournament playing against Lawson State at 1 p.m. on Friday. The tournament will continue all day on Saturday and most of the day on Sunday.
  - Dr. Exley reported about a recent committee meeting regarding outcome-based funding. Another meeting is slated for next week.
  - Mr. Whitmore described how the procedures were streamlined regarding ticket reconciliation, etc.
  - The next Cabinet meeting has rescheduled for Nov. 16 at 1:30 p.m.. Mr. Maltbie will conduct a demo to migrate the Cabinet to Microsoft 365. Cabinet members need to bring tablets, phones and laptops to this meeting.

## Upcoming Events

### November

- 1 Basketball vs Cleveland State, 5:30/7:30 pm EDT, Cleveland, TN
- 3-5 ACCC Volleyball Tournament, SSCC Gymnasium

- 3-4 Men's Basketball: Chipola Classic Tournament, TBA, Marianna, FL  
 Women's Basketball vs Northwest Florida State, TBA, Niceville, FL
- 3 SSCC Volleyball vs Lawson State, 1 pm, SSCC Gymnasium
- 4 Tennis: West Alabama Doubles Tournament, TBA, Livingston, AL
- 5-7 Women's Golf: Jefferson State Tournament, TBA, Birmingham
- 5 Guest Artist Recital: David Tayloe, 3 pm, Fielder Auditorium  
 Softball Recruit Signing, 3 pm, SSCC Cafeteria
- 6 Volleyball Open Tryouts, 6-8 pm, SSCC Gymnasium
- 7 University of Montevallo Representative Visit, 10am-2pm, SUB  
 Online Registration Opens for ALL Student for Spring Semester  
 Fee Assessment Begins for Spring Semester  
 Basketball vs Roane State, 5:30/7:00 pm, SSCC Gym  
 Alumni Mixer, 5:30-7:00 pm, Papa Dubi's
- 8 Veterans Serving Veterans Cookout, 10:30 am – 1:30 pm, Commons/Gazebo  
 National Society for Leadership & Success National Speaker Series, 6 pm, Bevill
- 9 Basketball vs Southern Crescent, 5:30/7:30 pm, SSCC Gymnasium
- 10 Veteran's Day Holiday – College Closed
- 11 Women's Basketball vs Georgia Highlands, 5 pm, Rome, GA
- 12 Men's Basketball vs Skill Factory, 3 pm, SSCC
- 12-14 Men's Golf: CACC Tournament, TBA, Montgomery
- 13 Women's Basketball vs East Mississippi, 5:30 pm, Scooba, MS
- 14 Men's JV Basketball vs Alabama Prep Sports Academy, 7 pm, SSCC Gymnasium
- 15 Men's Basketball vs Martin Methodist, 6 pm, SSCC Gymnasium
- 16 Men's Basketball vs West Georgia Tech, 7 pm, SSCC
- 20-21 ACCA Conference, Montgomery
- 20 Men's Basketball JV vs Middle Georgia Prep, 6:30 pm, SSCC Gymnasium
- 21 Basketball vs Chattanooga State, 5:30/7:30 pm EST, Chattanooga, TN
- 22-24 Thanksgiving Holidays – College Closed



## **SNEAD STATE COMMUNITY COLLEGE**

### **PRESIDENT'S CABINET MEETING**

**December 6, 2017**

#### **Attendees**

Mr. Robert Exley, Mr. Jason Cannon, Ms. Shelley Smith, Mr. Joe Whitmore, Mr. Randy Maltbie, Dr. Annette Cederholm, Ms. Kelli Conley, Ms. Teresa Walker

#### **Convened**

2 p.m.

#### **Old Business**

##### 1. Strategic Planning

- Dr. Cederholm provided a review of a recent planning meeting, which was also attended by Dr. Exley, Melissa Rice, and Ms. Smith.
- A campus-wide meeting is tentatively set for Jan. 4 to “close the loop” on the existing plan and begin the process of developing a new plan, which needs to include an internal and external situational analysis.
- Dr. Exley asked the Cabinet to be thinking of how to move forward with the process, who to include in the process and how much of the process needs to be completed by the Cabinet ahead of time versus having it completed by the planning group.
- Dr. Exley led brief discussion about challenges the college is facing that will impact the development of the strategic plan.
- Dr. Exley asked Dr. Cederholm and Ms. Smith to work on what needed to be included in the presentation on Jan. 4, how long the presentation needs to be, and what the best way would be to follow up.

##### 2. Aviation Update

- Dr. Exley provided an update on the progress of offering financial and of obtaining necessary equipment for the program.
- SACSCOC has scheduled a substantive change visit for Feb. 6-8 visit regarding the airframe program and the Albertville Center.



- Ms. Smith reported that the elevator pitch and taglines for the branding/marketing campaign have been developed along with some promotional items to use for the brand launch.
3. Enrollment Update
- The system dropped 181 students for non-payment. Enrollment is not back up to where it was before the drop.
  - The number of dual enrollment and transient students haven't dropped, but the drop for non-payment hit all other student types.

### **New Business**

1. SACSCOC Debriefing
- Michael Gibson attended meetings regarding online programs.
  - Dr. Cederholm, Dr. Exley and Mr. Whitmore attended meetings regarding the fifth year interim report. Dr. Cederholm described the process. The College should receive a letter in October 2018, and the College will have 11 months to submit the report. SACSCOC will review in December 2018 at the meeting, and a letter will be sent in January indicating any recommendations.
  - Mr. Whitmore said he made a note that the College needed to make sure documentation is done regarding drills and training dealing with having a safe campus.
2. Diversity Conference – Thursday, Feb. 22, 9 a.m.-4 p.m., Jeff State Chilton-Clanton Campus
- Mr. Cannon will attend.
  - The early bird deadline is Jan. 31.
3. Open Discussion
- Mr. Whitmore provided an update on the Chancellor's report at a recent CFO meeting. Some of the topics included financial aid problems statewide, performance-based funding and ERP.
  - Mr. Whitmore reported that HR will be sending a list to Cabinet members of employees who had not completed the annual employee training, including FERPA, ethics, sexual harassment, etc. Cabinet members should follow up with their employees to make sure the training is completed.
  - The renegotiated lease for the Arab Site is on the Board of Trustees agenda for next week.
  - Dec. 10 is the deadline for the housing study.

### **Upcoming Events**

## December

- 7 Baseball vs Cleveland State, 5:30/7:30 pm, SSCC
- 8 Last Class Day for Fall Semester  
Men's JV Basketball @ Skill Factory, 12 noon, Marietta, GA  
Music Department Winter Concert, 7 pm, Fielder Auditorium
- 9 ACT Exam
- 11-15 Final Exams for Fall Semester
- 11 Basketball vs Motlow State, 5:30/7:30 pm, SSCC
- 12 Men's JV Basketball vs Alabama Prep Sports, 6 pm, SSCC  
Community Choir Concert, 7 pm, Bevill Center
- 14 Basketball vs Roane State, 4:30/6:30 pm, Harriman, TN
- 15 Dorm Closes at 12 noon
- 16 Women's Basketball vs Coastal Alabama, 3 pm, SSCC
- 18 Basketball vs Southern Crescent, 4:30/6:30 pm, Griffin, GA
- 22-Jan 1 College Closed for Holidays
- 30 Softball Elite Hitting Camp, 9 am-12 noon, SSCC Softball Field

## January

- 2 College Reopens