



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

January 17, 2018

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

3 p.m.

Old Business

1. Strategic Planning
 - Dr. Exley reviewed a presentation he put together to review with employees.
 - The Cabinet will discuss who to include in the small groups during the next Cabinet meeting.

2. Aviation Update
 - Dr. Cederholm updated the Cabinet about the SACSCOC site visit on Feb. 6-8. She shared the tentative schedule for the visit.
 - Dr. Exley shared about the exceptional work Financial Aid Director Amanda Childress did in getting financial aid established for the aviation program.
 - Dr. Exley reported that the paperwork with the FAA for the licensing had been filed. There is still work to be done to get the FAA authorization for the powerplant portion of the program.
 - A meeting is scheduled for next week to begin planning for the kick-off event for the program, which will tentatively be held in April or May.

3. Enrollment Update
 - The drop/add date was extended to Sunday because of the weather delay.
 - As of noon today, the total credit hours registered for Spring was 21,528, and the headcount was 2,062.

4. Diversity Conference – Thursday, Feb. 22, 9 a.m.-4 p.m., Jeff State Chilton-Clanton campus (Early Bird Registration Deadline is Jan. 31)
 - Cabinet members should make their employees aware of the conference and identify any of their employees that would like to attend. Cabinet members should send the names of employees wanting to attend to Kelli Conley.

New Business

1. Spring Semester Discussion
 - The Cabinet discussed any needs with the delay in the drop/add deadline for the Spring Semester.
 - Because traffic is slow right now, no needs are anticipated. That may change as the semester kicks off Thursday, Jan. 18.
 - The weather doesn't seem to have affected the system.

2. Open Discussion
 - The only problems noted in regard to the weather was the HVAC in the McCain.
 - The Cabinet discussed the essential personnel that needs to respond to any weather-related situations for the purpose of developing a response procedure or policy.
 - Mr. Whitmore clarified the parameters for comp time for those who worked during the inclement weather situation. Dr. Exley asked Mr. Whitmore to check into any existing policy regarding the use of comp time.

Upcoming events

January

- 18 Men's Basketball vs Beville State, TBA, Sumiton
22 Basketball vs Lawson State, 5:30 (W)/7:30 (M), SSCC
25 Basketball vs Southern Union, 5:30 (W)/7:30 (M), Wadley
26 Baseball Scrimmage vs UNA, TBA, Florence
The Aeolians of Oakwood University Concert, 7 pm, Fielder Auditorium
27 Tennis vs Birmingham Southern, 1 pm, Birmingham
29 Basketball vs Wallace-Hanceville, 5:30 (W)/7:30 (M), SSCC
30 Pell Grant Check Release
Athens State University Representative on Campus, 9 am-12 noon, SUB
30-Feb 2 AACC WDI Conference, New Orleans, LA (Dr. Exley & Teresa Walker)

February

- 2-3 Softball at Galveston Invitational, TBA, Galveston, TX
2 Baseball vs Mineral Area College, 12 noon, SSCC
3 Women's Basketball vs Georgia Highlands, 3 pm, SSCC
Tennis vs Marion Military, 1 pm, Marion

- 5 Men's Basketball vs Marion Military, 7 pm, SSCC
- 6-8 SACSCOC Substantive Change Visit
- 6 Women's Basketball vs Central Georgia, 6 pm EST, Macon, GA
- 7 Baseball vs Martin Methodist, 3 pm, Pulaski, TN
- Softball vs Itawamba, 2 pm, Fulton, MS



**PRESIDENT'S CABINET MEETING
March 21, 2018**

AGENDA

Old Business

1. Strategic Planning
2. Aviation Update
3. Enrollment Update
 - Dr. Exley stated that spring credit hours are down 3.7% but headcount is only down 2 students. Mr. Whitmore stated that we are a little ahead budget wise for spring because of the cuts made during the fall. Also, if the College has a good summer enrollment then the College will have a good budget year.

New Business

1. IPEDS Data (Melissa Rice)
 - Melissa Rice presented the attached IPEDS data based on the 2009 cohort. The completed data shows the College's graduation rate at 69 percent for the 6-year award rate and 70 percent for the 8-year award rate. This is different than the previous reports rates of 15 percent and 20 percent. Also, our enrollment is 63 percent female. Current data indicate a decrease in enrollment for the next 2-4 years with increases in graduation rates. It was suggested that the College target male, dual enrollment, and non-traditional students.
2. Accept ARC Grant for Albertville Aviation College PowerPlant Implementation (Melissa Rice)
 - The College has a pending award of \$199,621 for PowerPlant equipment. The College's match for the grant will come from Perkins funds. The cabinet unanimously approved the acceptance of the grant award.
3. Permission to apply for Agriculture Challenge Grant (Melissa Rice)
 - The grant of up to \$50,000 would be used for recruiting, lab supplies, and for student to attend workshops and seminars at Auburn University. The grant is due April 4th. Tom Warren's salary would count as the College's match for the grant. The cabinet unanimously granted permission to apply for this grant.
4. Accept EITP Grant (\$11,302) for Marshall Medical Centers (Teresa Walker)
 - The cabinet unanimously accepted the grant.

5. Permission to apply for an EITP open enrollment grant (\$50,490) for ammonia training - Americold, Peco Foods, Pilgrims, Koch Foods, and Wayne Farms (Teresa Walker)
 - The cabinet unanimously granted permission to apply for this grant.
6. All-Alabama Academic Team - April 13, 2018, at 12:00 noon at the *Marriott Prattville Hotel & Conference Center*
 - Jason Cannon, Brittany Goble, Dr. Cederholm, and Dr. Exley will represent the College at the luncheon. Mr. Cannon will check with the students to see if either needs an extra ticket for family.
7. AACC Annual Convention – April 28-May 1 in Dallas, TX
 - Dr. Cederholm will represent the College at the AACC annual convention.
8. Open Discussion
 - Joe Whitmore received approval to move ahead with the final housing report.
 - The College is on the fast track to vacate the SUB. TRiO will move to the first floor of the Bevill Center.
 - It was requested that student engagement purge as many items as possible from the second floor of the SUB.
 - The documents are ready to go out for demolition estimates with an alternate to include the demo of 5 houses.
 - All the theater props in the Bevill Center are being donated to Boaz High School.
 - The programming for the McCain renovation can be revised slightly and used for the SUB. McCain can be renovated without having to be vacated.

Upcoming Events

March

- 22 Softball vs Wallace State, 1 pm, SSCC
- 23-25 Baseball @ Delgado, TBA, New Orleans, LA
Softball Conference Make-Up Days
- 26 Pell Grant Check Release for Spring Mini II
Advisement Begins for Summer
Softball @ Walters State, 2 pm
- 26-27 Men's Golf @ Coastal Community College, TBA, Foley
- 27 Softball @ Marion Military, 1 pm
- 29 60% Day of Term (Spring Semester)
Softball @ Shelton State, 1 pm
Baseball vs Lawson, 12 noon, SSCC
SGA Masquerade Ball, 8-11 pm, Plunkett-Wallace Gymnasium
- 31 Baseball @ Lawson, 12 noon
Tennis @ Marion Military, 1 pm

April

- 2-3 Women's Golf Snead State Tournament, TBA, Guntersville
- 3-6 Cap and Gown Order/Pick Up, 9 am-2 pm (3, 4, 6) and 9 am-5 pm (5), SSCC Bookstore

- 3 Softball vs Southern Union, 3 pm, SSCC
- 4 Women's Tennis Tryouts, 4 pm, SSCC Tennis Courts
- 5 What's the TEAL? SSCC Against Sexual Assault, 12 noon, SSCC Softball & Baseball
Fields
- Softball vs Central Alabama, 2 pm, SSCC
- Baseball vs Bevill State, 12 noon, SSCC
- 6 Spring Music Department Concert, 7 pm, Bevill Center
- 7 Volleyball @ JSU, TBA
- AMTA District V Piano Auditions, 8 am- 5 pm, Maze Music Building
- Baseball @ Bevill State, 12 noon
- Softball @ Bevill State, 2 pm
- Tennis @ Central Alabama, 1 pm
- 9-10 Men's Golf @ Region 22, TBA, Scottsboro
- 9 Guitar Ensemble & Sophomore Recital, 6 pm, Fielder Auditorium
- 10 The Poetry of Protest (Joint English/Music Department Event), 6 pm, Fielder Auditorium
- Softball vs Calhoun, 2 pm, SSCC
- Baseball @ Columbia, 4 pm
- Summer Online Registration Opens for ALL Students & Fee Assessment Begins
- 12 SSCC Awards Day, 10-11 am, Fielder Auditorium
- Baseball vs Shelton State, 12 noon, SSCC
- Softball @ Wallace State, 1 pm
- 13-14 Tennis @ ACCC Tournament, TBA, Point Mallard
- 14 ACT Exam
- Men's Basketball Tryouts, 9-11 am, SSCC Plunkett-Wallace Gymnasium
- Women's Basketball Tryouts, 12 noon-2 pm, SSCC Plunkett-Wallace Gymnasium
- Softball vs Marion Military, 2 pm, SSCC
- Baseball @ Shelton State, 2 pm and 5 pm
- Volleyball @ Covenant College, TBA
- 16-17 Women's Golf @ Region 22, TBA, Cullman
- 16 Voice Studio Recital & Reception, 7 pm, Fielder Auditorium
- 17 Sophomore Recital, 6 pm, Fielder Auditorium
- Softball vs Shelton State, 2 pm, SSCC



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

April 18, 2018

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
 - Situational analyses need to be conducted with the identified subgroups.
 - The plan needs to be formally completed by August.
 - Dr. Exley will consult the details he outlined in the Strategic Planning PowerPoint and meet with the Cabinet members individually.
 - No changes need to be made to the planning assumptions. Take sub-groups such as academic and discuss the status of that sub-group, identifying goals, challenges, accomplishments, etc. Complete over the three to four weeks in June. The Cabinet finalize plan in July.
2. Aviation Update
 - All of the approvals with the exception of FAA have been given for PowerPlant.
 - The equipment has been moved from Enterprise to the Center.
 - There is some equipment that needs to be purchased once the ARC grant funding has come through.
3. Enrollment Update
 - Enrollment numbers for the summer semester are looking good. Transient and dual enrollment numbers are up.

- There is only about 13 percent enrolling in face-to-face classes. There is a need for another physics instructor, but Dr. Cederholm said she thinks one has been identified.
- Dr. Exley advised the Cabinet to keep the momentum going with encouraging students to register for summer classes.

New Business

1. Aviation Launch Event
 - The event is Tuesday from 2-4 p.m. Cabinet members need to be there between 1:30-1:45 p.m.
 - Speakers include Dr. Exley, Marlin Priest, Albertville Mayor Tracy Honea, Senator Clay Scofield and Dan Owen.
 - After the event, Ms. Smith needs to develop and implement a marketing strategy for the program. Scholarship funding will be available.
2. Commencement Update
 - This year's speaker is Todd May, the director of Marshall Space Flight Center in Huntsville.
3. Open Discussion
 - The financial audit of FY '17 is finishing up this week. Mr. Whitmore said the process has been going well. One thing that has been brought out involves the purchase of a couple of items that were not according to the bid process. In both cases, quotes were collected and recorded, but that is not the same as bidding. He said outlining and communicating the proper procedure would be helpful to guard against this in the future.
 - Mr. Whitmore provided an update on the SUB project. The plan is to explore building a new structure and delaying updates to the McCain. Though the original plan was to update and add a third floor to the McCain, cost analysis indicated that would be too costly. The programs/offices that need to go into the SUB still need to be determined. A solution to improve the HVAC system in the McCain does need to be addressed in the short-term. The Cabinet agreed to allow Mr. Whitmore to move forward with bidding the architectural services.
 - The bids for the demolition of the existing SUB structure are expected to be opened next week.
 - Moving the TRiO offices to the Bevill Center is on track.
 - Dr. Exley is working with Senator Clay Scofield and Jerry Cofield with the Albertville Airport to secure funding to expand aviation to Arab.

Upcoming events

April

- 18 Softball at Chattanooga State, 1 pm
 19-21 Softball Conference Make-up Days, TBA

- 19 Baseball at Southern Union, 12 noon
SKD Induction Ceremony & Reception, 6:30 pm, Fielder/Commons
High School Scholars Bowl, Bevill & Weathers
- 21 Baseball vs Southern Union, 12 noon, SSCC
60% Day of Term (Spring Mini 2)
- 22-24 Men's Golf at District 4, TBA, Melbourne, FL
- 22 2018 SSCC Free Baseball Camp, 2-4 pm, SSCC Baseball Field
- 23 Softball vs Columbia State, 2 pm, SSCC
- 24 Aviation College Launch Event, 2-4 pm, Aviation College
Sophomore Recital (Austin Lee & Rebekah Currier), 6 pm, Fielder
- 25 Open House, 10 am-2 pm, McCain Lobby
S Day, 10 am-5 pm, Norton, McCain, and English Lawns, Quad, Softball Field (Gym, if rain)
- 26 Last Day to Withdraw from Classes (Spring Semester & Spring Mini 2)
Baseball at Central Alabama, 2 pm
Brandon Elder Concert, 7 pm, Norton Lawn
- 27-29 Softball ACCC State & Region 22 Tournament, TBA, Alabaster
- 27 Complete College Alabama Kick-off
- 28 Baseball vs Central Alabama, 12 noon, SSCC
Pan Latino Yard Sale, 8 am-12 noon, across from Quick Mart in Kilpatrick
- 29 Spring Community Wind Band Concert, 3 pm, Bevill
- 30 NSLS Induction & Reception, 6 pm, Fielder/Commons
- May
- 3 Last Class Day (Spring Semester & Spring Mini 2)
Baseball vs Calhoun, 12 noon, SSCC
Spring Community Choir Concert, 7 pm, Fielder
- 4-5 Softball District Finals, TBA, TBA
Alumni Homecoming, 5:30 pm (Social Hour)/6:30 pm (Buffet opens), SSCC Gym
- 5-10 NJCAA Tennis Tournament, TBA, Waco, TX
- 5 Baseball at Calhoun, 12 noon
Pan Latino Yard Sale, 8 am-12 noon, across from Quick Mart in Kilpatrick



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

May 2, 2018

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

10 a.m.

Old Business

1. Strategic Planning
 - The Cabinet needs to review the slides emailed by Dr. Exley and provide the information needed.
2. Aviation Update
 - Ms. Smith reviewed the Program Launch event. There were only a couple of minor issues that were handled and did not detract from the flow of the event.
 - Dr. Exley reviewed what he thought went well with the event including the attendance and the student participation.
 - Dr. Exley would like to schedule a branding workshop for not only aviation but the entire college messaging as well. The workshops should include key college personnel.
 - Ms. Smith will contact Underscore_Branding about scheduling workshops and getting an invoice for the second phase of the aviation branding contract.
 - Dr. Exley shared about the award the College received for purchasing equipment. The bid has already been let for the equipment.
3. Enrollment Update
 - Enrollment numbers for summer are up. The first drop is a week away.

New Business

1. Commencement Update
 - Ms. Conley is coordinating with the speaker, Todd May, on arrival and other information.
 - The number of caps and gowns ordered is 218.
 - Thirteen have RSVP'd for VIP seating, which is in-line with the number that attend each year.
 - The platform guests are the same as last year. The remaining Cabinet members can choose if they are walking in the procession or volunteering to help in another way.

2. SUB Demo Update
 - Bids were opened last week and were under budget.
 - Mr. Whitmore said he hoped to have the SUB emptied and the demolition completed by mid-summer. The demolition will include the houses the College owns that aren't usable.
 - Dr. Exley suggested a communication to the campus with the demolition timeline and other information, such as loss of parking, etc.

3. College Board Student List
 - Ms. Smith has requested a list since it was free from EAB. She will share it with the Cabinet when she receives it.

4. Open Discussion
 - Head Baseball Coach Gerry Ledbetter is retiring from coaching, and the recognition is Thursday. Coach and Mrs. Ledbetter will throw the first pitch at the game. A jersey number will be retired in his honor. He will switch roles and continue with fundraising and field maintenance. Dr. Exley said the process for naming a new head coach is underway.
 - Mr. Whitmore shared business guidelines for purchasing. The guidelines will be available on the intranet and will be a part of the supervisors' training in the fall. Two areas to be mindful of include purchasing items without having a purchase order in place and purchasing something outside of the bid process.
 - Dr. Exley led discussion on the workforce report he emailed to Cabinet members.
 - Mr. Maltbie reported on the progress of getting the Summer Pell registered in Banner, so it can be applied to students' accounts. The Banner representatives started with the Banner patch yesterday, and Mr. Maltbie has requested the remaining patches be added tonight. Once it's in place, Amanda Childress plans to run a test to see how long it takes to award to the accounts. The drop for non-payment could be delayed.

- Dr. Exley reported that the College has two items on the board agenda for next week. One is to increase rates for room and board, and one is to add a fee for a challenge exam for measuring credit for prior learning. ACCC Commissioner Dean Myrick also plans to recognize the basketball coaches whose teams made it to the National Tournament with resolutions at the Board meeting.
- The College received \$2,000 from the Marshall County Legislative Delegation for the building of a greenhouse for the Horticulture program.
- Ms. Smith provided an update on the plans for Alumni Homecoming on Friday and the progress of paver sales.

Upcoming events

May

- 3 Last Class Day (Spring Semester & Spring Mini 2)
Baseball vs Calhoun, 12 noon, SSCC (Recognition of Coach Ledbetter prior to start of game)
- Spring Community Choir Concert, 7 pm, Fielder
- 4-5 Softball District Finals, TBA, TBA
- 4 Final Exams
Middle School Scholar's Bowl, Weathers
Alumni Homecoming, 5:30 pm (Social Hour)/6:30 pm (Buffet opens), SSCC Gym
- 5-10 NJCAA Tennis Tournament, TBA, Waco, TX
- 5 Baseball @ Calhoun, 12 noon
- 7-10 Final Exams
- 8 Schedule Drop for Non-Payment
Baseball Tryouts, 1 pm, SSCC Baseball Field
Commencement Rehearsal, 2 pm, SSCC Gym
- 9 RN Pinning Ceremony, 5 pm, Bevill
- 10 Commencement, 5 pm, Wallace-Plunkett Gymnasium
- 11 Dorm Closes, 12 noon
Grades Due
Faculty Duty Day
- 14-17 NJCAA Women's Golf Tournament, TBA, Mesa, AZ
- 14 Faculty Duty Day
- 15-18 NJCAA Men's Golf Tournament, TBA, Lubbock, TX



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

SPECIAL CALLED

May 22, 2018

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

3:30 p.m.

New Business

1. Noel Levitz Enrollment Management Planning Process on June 19
 - Dr. Exley reviewed the agenda.
 - The Cabinet will discuss enrollment management goals.
 - Dr. Exley reviewed the list of employees who need to be a part of the discussion.
 - A copy of the survey that has to be completed was given to the Cabinet members. Dr. Exley led discussion about the different questions on the self-assessment.
 - Dr. Exley will touch base with the Noel Levitz group to adjust the time on the agenda and make sure the self-assessment is the correct one. Each Cabinet member needs to review the list of employees to make sure everyone who needs to be included is listed and that they will be available for those meetings.

2. McCain Building Items
 - Mr. Whitmore reviewed the status to address the issues with the McCain Building. Original plans were to put a "Band-Aid" on the McCain, but upon further assessment, the cost of that "Band-Aid" was not feasible, and the "Band-Aid" still would not solve the problems.
 - To fix the problem requires crews to tear into the walls to make significant repairs.

- The recommendation is to put the SUB project on hold and focus on getting McCain back online and functional.
- Relocating the server room in the McCain will not be necessary. Power can be maintained to the server room during the renovations.
- Mr. Whitmore reviewed the debt service so that the Cabinet could understand how the project would be funded. About \$600,000-\$700,000 could be allocated for the project, which as of now is a good estimate to cover the cost, depending on bids.
- Dr. Exley reviewed the tentative plan for relocating the offices in the McCain. As of right now, there's not an emergency need to relocated offices, but because the heating/cooling system is unreliable, an emergency needs could arise.
- Mr. Whitmore and Dr. Exley has another meeting with the architects and System Office representatives tomorrow to discuss this further.
- Dr. Exley advised that a Plan B for Parsons Days be developed, so that activities are not held in the McCain.

3. Other Business

- Dr. Cederholm reported on the success of the remediation course held for nursing students. Eight students did not pass the last course of the sequence, so they received an incomplete for the semester. They then participated in the remediation course that qualified them to receive a passing grade in the last sequence class and be eligible to sit for the NCLEX exam. Without the remediation class, the students would have had to wait a year to retake the last sequence course.
- The demolition on the SUB and the identified houses will be around mid-June. The Cabinet agreed to hold off on the demolition until after the Alabama School of Gospel Music ends on June 15.

Upcoming events

May

- 22 Asbury Graduation, 6 p.m., SSCC Gym
- 24 Dorm Opens for Summer Semester
Sardis Graduation, 6 p.m., SSCC Gym
- 26 Men's and Women's Golf Fundraiser, 9 a.m., Lake Guntersville State Park
- 28-30 Softball Overnight Boot Camp
- 28 Memorial Day holiday (College Closed)
Scheduled Drop for Non-Payment
- 29 Classes Begin for Summer Semester and Summer Mini I
- 30 Last Day to Register or Add/Drop without Penalty (Summer & Summer Mini I)

June

- 3-15 Alabama School of Gospel Music
- 4 Softball Pitching and Catching Camp, 9 a.m.-noon, SSCC Softball Field

Softball Tryouts, 1-4 p.m., SSCC Softball Field



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

June 6, 2018

Attendees

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

Absent

Mr. Jason Cannon

Convened

1:30 p.m.

Old Business

1. Strategic Planning
 - Cabinets need to be working on their Strategic Planning updates.
2. Aviation Update
 - The request for the PowerPlant certificate has been submitted to the FAA. The College also had to apply for an A&P certificate as well.
 - The marketing and promotion of the program needs to be implemented.
3. Enrollment Update
 - Dr. Exley reported on the latest enrollment numbers.

New Business

1. Distance Learning and CHLOE 2 National Survey Update

- Mr. Gibson provided an update on Online Learning including results on a national survey.
 - He focused on the enrollment trend of growing enrollment in online classes while enrollment in on-campus classes declines.
 - Data indicates that our students are doing well in online classes as compared to peers nationally.
 - Mr. Whitmore is in the process of developing a revised Blackboard contract for 2018-2021 that will add Blackboard Ally, will drop the test server that is not being used, and will reduce the cost by approximately \$20,000 per year even with the addition of Blackboard Ally.
 - Mr. Gibson said another upgrade may come in August to include TechSmith Relay, which is the video streaming system the DL Committee supported. It provides better speech-to-text captioning, in-video quizzing, better privacy controls and student recording. The cost will increase but is offset by the savings with Blackboard. Adjunct will also be able to create video to imbed within the course.
 - Mr. Gibson reviewed the new DE Proctoring Policy, which requires online/blended courses to include a minimum of one proctored, high-stakes assessment. The DL committee approved it, and it's now before the Academic Committee.
 - Mr. Gibson review the results of the CHLOE 2 survey. The survey measured data for online growth, instructional design, quality, delivery mode, and innovation elements.
2. Permission to apply for Alabama Mountains, Rivers, and Valleys Council Grant for a greenhouse (Dr. Tom Warren will submit and be director; awards are up to \$12,000)
 - Dr. Warren and Melissa Rice are putting the application together.
 - The actual cost of the greenhouse is about \$30,000-\$40,000.
 - There are undistributed funds with the Snead State Foundation will also be applied.
 - The Cabinet approved to move forward with submitting the application.
 3. Permission to apply for a Ready to Work Grant
 - Ms. Walker is reapplying for the grant.
 - The request will be for \$75,000.
 - The application is due July 1.
 - The Cabinet approved to move forward with submitting the application and accepting any awards received.
 4. Ruffalo Noel Levitz Analysis
 - The group is coming on June 19.
 - The President's Office will issue an invitation to employees to attend the analysis

5. Open Discussion

- The Cabinet approved the application for a North Alabama Works grant to replace some pediatric equipment and to purchase a storage unit for the equipment. The grant awards are approximately \$60,000-\$75,000.
- Mr. Maltbie is working with an issue involving bookstore charges.
- Dr. Exley reviewed with the Cabinet his responses to the proposals presented by a Student Services Design Rapid Response Team. Specific areas the group identified as issues to address include improving internal and external communication, erasing gaps between services and departments, developing a shared Advising Model, defining the scope of Testing, defining Career Services, and seeking out and serving veterans and their dependents. The Cabinet discussed how to proceed with the information provided by the team. Mr. Cannon and Dr. Cederholm will work with the team and anyone else within the college to move forward with addressing the issues identified by the team, but the work won't begin until after the Noel Levitz Analysis.
- The SUB demolition is in the hands of the Alabama Building Commission.
- The relocation of offices in the McCain has been determined; it just has to be implemented.
- Activities for Parson Days have been moved from the McCain. After the committee meets Monday, Dr. Cederholm will update the Cabinet on those plans.

Upcoming events

June

3-15	Alabama School of Gospel Music
8	Women's and Men's Golf Tryouts, 8 am, Gunter's Landing
9	ACT Exam
11	Softball Hitting Camp, 9 am-12 noon, SSCC Softball Field
12	Women's Basketball Play Date, 9 am, Plunkett-Wallace Gymnasium
18	Pell Grant Check Release
18-July 20	TRiO/Upward Bound Summer Academy
20	60% Day of Term (Mini I)
	Last Day to Withdraw "W" from Summer Mini I



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

June 20, 2018

Attendees

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

Absent

Mr. Joe Whitmore, Mr. Randy Maltbie

Convened

2 p.m.

Old Business

1. Strategic Planning
 - There were no new updates on this.
2. Aviation Update
 - The College has filed for the PowerPlant certificate with the FAA, but there hasn't been any news on this.
 - Dr. Exley instructed Mr. Cannon and Ms. Smith to get a marketing campaign for Aviation up and running ASAP.
3. Enrollment Update
 - Enrollment for the summer semester is over 12,500 credit hours.

New Business

1. Approval to apply for MSSC Grant
 - This is a new grant through the system office. The grant will fund Certified Production Technician and Certified Logistics Technician training for non-credit students.
 - The grant application is due July 1. The grant request will be for approximately \$114,250.
 - Ms. Walker will market the training opportunity to business and industry.
 - The Cabinet approved to apply for the grant and accept any funds awarded.

2. Credit Hour Definition Policy
 - This is something that was identified as the substantive change report for Aviation was being completed. This was something the College had but never put it in a formal policy.
 - The policy was approved by the Academic Committee.
 - The Cabinet approved the Credit Hour Definition catalog. It will be added to the catalog and the website and sent to employees for their information.

3. Open Discussion
 - Snead State received Reader's Choice Awards from the Sand Mountain Reporter in the categories of Career Training and Music Instructor, which was awarded to Mike McGee.
 - Dr. Exley led discussion on the meetings Tuesday, June 19, with the consultant from Ruffalo Noel Levitz on enrollment management. Key recommendations that were identified were communicating with employees on "big picture" goals, identifying the true aspect of recruiting, which includes follow-through communication, advertising our positive data such as financial aid awards, identifying what truly makes us compelling, focusing on developing tasks before focusing on the "big picture," share more of our positive results, restructuring the website, making the most of the College's potential in reaching the non-traditional market, engaging employees more, focusing on telling people "why" and not just "how", understanding the enrollment funnel, etc. Dr. Exley asked each Cabinet member to compile their "takeaways" from the meetings and send it to Dr. Exley to share with Cabinet members who couldn't attend. Ms. Conley will consult the Cabinet's schedules to see how soon another meeting could be scheduled to discuss the "takeaways." The meetings were part of a pilot project involving five community colleges with the goal to have a comprehensive enrollment management plan at every college. Ms. Smith will send to the Cabinet a list of website changes that can be made now while the website is being redesigned.

Upcoming events

June

18-July 20

TRiO/Upward Bound Summer Academy

- 20 60% Day of Term (Mini I)
Last Day to Withdraw “W” from Summer Mini I
- 27 Last Class Day for Summer Mini I
- 28 Final Exams for Mini I Students
Dorm Opens for Mini II Students

July

- 2 Registration Opens for Parson Days
Local Professional Development for Faculty/Staff (No Classes)
- 4 Independence Day Holiday (College Closed)
- 5 Classes Begin for Mini II
- 6 Last Day to Register or Add/Drop Without Penalty (Summer Mini II Classes)
- 10 Presidential Scholars Orientation, TBA, TBA
Parson Day Student Leader Training, TBA, TBA
- 11 Fall Registration Opens for Continuing Students
Fall 2018 Fee Assessment Begins
- 12 60% Day of Term (Summer)
- 14 ACT Exam
- 19-24 Parson Days, 8:45 am & 3:45 pm, except July 21 – 8:45 am & 12:45 pm, Fielder
- 19 Pell Grant Check Release for Summer Mini II
Registration Opens for First-time Students
- 23-24 Individual Volleyball Camp, 9 am-3 pm, SSCC Gym
- 25 Volleyball Varsity Play Date, 9 am-5 pm, SSCC Gym
- 26 60% Day of Term (Summer Mini II)
- 30 Last Day to Withdraw from Summer or Summer Mini II
Volleyball Prospect Camp, 9 am-3 pm, SSCC Gym



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

June 28, 2018

Attendees

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

Convened

1:30 p.m.

Old Business

1. Ruffalo Noel Levitz Enrollment Management
 - The Cabinet reviewed the list of “takeaways” from the Noel Levitz meeting on June 19. Dr. Exley led the discussion.
 - Ms. Smith explained how the feedback from the enrollment management groups compared with the work completed by the Student Services Rapid Response Team.
 - Mr. Whitmore and Mr. Maltbie shared their impressions after reading the list of the “takeaways” as the two Cabinet members who were unable to attend the meetings.
 - The Cabinet discussed recommendations regarding the website. Two of those were providing more information about programs of study that is easy to locate and information about the financial aid that is available.
 - The Cabinet discussed solutions to capturing data on potential students and tracking inquiries. Mr. Maltbie will research software that could help with this.
 - Dr. Exley said one of the next steps is to identify the necessary reports to run to provide decision-making data.
 - In order to address the need to better track and follow through with prospects, the role of the recruiter needs to be better defined.
 - The group also needs to identify what information needs to be collected on prospects.

- The Cabinet discussed the possibility of creating a unique net price calculator to replace the one on the website because it is outdated and incorrect. Mr. Maltbie will investigate that.
- The Cabinet also discussed the consultant's suggestion to do more to "pat ourselves on the back" as a marketing/recruiting method.
- The Cabinet agreed that tactical strategies in regard to recruitment and retention needed to be developed. Dr. Exley asked the group to consider who needs to be involved in developing the data collection procedures and the tactical strategies.
- The Cabinet agreed we should start mining the student data we receive from ACT and FAFSA.
- Ms. Smith and Dr. Cederholm will begin updating the academic webpages on the website.



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

August 1, 2018

Attendees

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

Absent

Convened

1:30 p.m.

Old Business

1. Strategic Planning
 - There were no new updates.
2. Aviation Update
 - As of two days ago, the program showed 295 credit hours registered for Fall.
 - The Federal Aviation Administration is scheduled to visit on Aug. 8, 2018 for the Powerplant Certificate Audit and approval.
3. Enrollment Update
 - Dr. Exley shared the latest enrollment numbers for the Fall semester.
 - The Cabinet discussed the possibility of moving the drop for non-payment due to the federal loan system having a temporary shutdown Aug. 3-6. The group decided to leave the drop date as is.
 - The Cabinet discussed adding a drop date after the last registration day each semester. Dr. Exley said he wanted to see the scope of students who would be affected if a third drop date was added. If it is added, the new date would have to be communicated to students since it was not published on the academic calendar.

New Business

1. Convocation (Dr. Annette Cederholm)
 - Dr. Cederholm shared a tentative schedule for Convocation.
 - Dr. Exley reviewed his State of the College presentation with the Cabinet.
 - Ms. Smith updated the Cabinet on the content of her presentation during Convocation.

2. Website and Student Messaging Program Update (Shelley Smith)
 - Ms. Smith shared with the Cabinet the plan to update the existing website based on the recommendations from the Ruffalo Noel Levitz consultant.
 - Ms. Smith shared about the implementation of a new messaging system being developed by a company called Full Measure.

3. Chancellor's Awards
 - Ms. Conley led discussion about beginning the process. Nothing has changed from the previous year. The deadline to submit our recipients is Oct. 5.
 - The ACCA Conference will be held in Mobile.
 - Past recipients will meet to choose the nominees based on recommendations from employees. Nominees will need to be submitted to Ms. Conley by Sept. 14.
 - The Cabinet discussed possibilities of having employees submit proposals for the ACCA Conference. Michael Gibson will be working with personnel from Central Alabama to submit a proposal to present at ACCA.
 - Dr. Exley and Mr. Whitmore will be attending the conference.

4. Open Discussion
 - The Alabama Community College System is hosting an ERP project event on Wednesday, Aug. 8 to officially launch the implementation of the Banner software across the system. The Cabinet discussed which employees will need to participate. Mr. Maltbie, Dr. Exley, Mr. Cannon, Dr. Cederholm and Mr. Whitmore will attend.
 - The Alabama Building Commission finally sent the SUB demo package to the Chancellor. Once the Chancellor approves, the College should receive a notice to proceed within a week or so from that point.
 - Ms. Smith discussed the purpose of the new Monday Memo to update employees on news from the College and the state. The Cabinet offered suggestions on what could be included, such as announcements about new hires including their photos. The next memo will feature a preview of the convocation schedule as well as an update on the McCain relocation with a list of new office locations.

Upcoming Events

August

- 2-3 Presidential Scholars Retreat at Berry College
- 6 Last Class Day for Summer and Mini 2
- 6-10 College Street Singers Rehearsal Camp, 8:30 am-12 noon, Maze Music Building
- 7-8 Final Exams for Summer and Mini 2
- 8 Schedule Drop for Non-Payment
ACCS Board of Trustees Meetings
Certification Audit for Power Plant Program, 9 am-1 pm, Aviation Center
- 9 Dorm Closes, 12 noon
- 13 Welcome Back Breakfast, 8 am, SSCC Cafeteria
College-Wide Professional Development, TBA
- 14-16 Jazz Band Rehearsal Camp, 3-4:30 pm, Maze Music Building
- 14 Watermelon Social, 2-3 pm, Commons Area
- 15 SSCC Alumni Association Employee Appreciation Luncheon, 11 am-1 pm, Commons Area
- 16 Dorm Opens for Fall
- 17 College Street Singers Rehearsal Camp, 8:30 am-12 noon, Maze Music Building
- 19 Schedule Drop for Non-Payment
- 20-23 Welcome Week, 10:30-11 am, Gazebo (Rain: Commons Area)
- 20 Fall Classes Begin
- 23 Last Day to Register, Add a Class, or Drop without Penalty
- 24-25 SSCC Volleyball Tournament, TBA, Plunkett-Wallace Gymnasium
- 25 2018 Baseball Showcase, 10 am, SSCC Baseball Field
- 28-29 Club Rush, 10:30-11:00 am, Gazebo (Rain: Commons Area)
- 28 Volleyball vs Beville Fayette, 6 pm, Plunkett-Wallace Gymnasium
- 29 Volleyball vs Wallace-Hanceville, 6 pm, Plunkett-Wallace Gymnasium
- 31-Sept 1 Volleyball at Pensacola Tournament, TBA

September

- 3 Labor Day Holiday (College Closed)
Pell Grant Check Release
- 4 Volleyball at Southern Union, 6 pm
- 5 Volleyball at Bryan College JV, 6 pm CST



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

September 19, 2018

Attendees

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

Absent

Ms. Teresa Walker, Mr. Jason Cannon

Convened

2 p.m.

Old Business

1. Strategic Planning
 - The Cabinet needs to complete their objectives and their action plan for planning year 2018-19 in SPOL by Wednesday, December 19.
2. Aviation Update
 - Dr. Exley, Dr. Cederholm and Melissa Rice have a trip planned to meet with Auburn University representatives to discuss airframe training opportunities on Sept. 28.
 - The Aviation Advisory Board is scheduled to meet Sept. 27.
3. Enrollment Update
 - Enrollment is seeing a gradual climb with Mini II registration still ongoing.
 - The Cabinet discussed options to push Mini II registration. An advising blitz has been planned. Ms. Smith will plan a geo-fencing campaign targeting transient students and will plan some social media ads. Dr. Exley also recommended focusing on the Apple Coding class, and Dr. Cederholm will check to see if there are classes available during the Mini II for students. Ms. Conley suggested

contacting students who applied but didn't enroll for the fall and inform them about Mini II registration. Ms. Smith will work with Teresa Walker about sending information to Ready to Work students.

New Business

1. Recruitment Process Map
 - Dr. Exley reviewed a process map he completed from information he received from Michael Gibson and from Tristin Callahan. He used the map as an example of how the Cabinet and employees need to think in terms of processes and procedures.
 - The Cabinet agreed that the conceptual thinking used in developing a process map is something that needs to be emphasized with managers of each major division.
 - Dr. Exley will send the link to the process map within the software he used for the Cabinet to review, and he will work with Mr. Cannon and Ms. Callahan on developing a process map for recruitment.

2. Chancellor's Award (Administrator)
 - Last Friday was the deadline for employees to submit nominations, and nominees were submitted in every category except for Administrator.
 - The Cabinet chose to submit four names to the committee to consider in choosing the College's nomination.

3. ACCA
 - The Cabinet discussed employees who may be attending the ACCA conference on Nov. 18-20 in Mobile.

4. SACS/COC
 - Michael Gibson, Joe Whitmore, Dr. Exley, Mr. Cannon or a student services representative, and Patti Morgan will be attending the Annual Meeting in Louisiana on Dec. 7-11.

5. Open Discussion
 - Ms. Smith will work with Mr. Cannon and Dr. Exley on developing some messages for Mini II registration to test the messaging system. Mr. Maltbie shared information on some free software our recruiters may use to track prospects and keep a record of follow-up attempts with prospects.
 - Mr. Maltbie provided information about two-factor authentication for the Cabinet's understanding. As part of the ERP implementation, there will be a signal sign-on, which will make it easier for two-factor authentication. Add a reminder in each Monday Memo regarding good cyber security practices.
 - Dr. Exley led discussion on his ideas for strategic priorities for the Cabinet and asked for input from the Cabinet.

- Dr. Exley clarified some information regarding travel requests. He will draft a memo to the Cabinet members only to address some issues that have come up, and more information may be shared with other employees at a later time.

Upcoming Events

September

- 19 Volleyball @ Gadsden State, 6 pm
- 20 60% Day of Fall Mini 1
- 21 Baseball vs Wallace-Selma, TBA, Birmingham
Baseball vs Lawson State, TBA, Birmingham
- 22 Volleyball vs Lawson State, 12 noon, SSCC
Volleyball vs Walters State, 4 pm, SSCC
Softball vs. East Mississippi Community College, 9:30 am, Booneville, MS
- 23-25 Men's Golf vs Georgia Military, TBA, Greensboro, GA
- 24 Volleyball @ Coastal Alabama-South, 5 pm
- 25 Tennis @ Covenant College, 5 pm
- 26 Parson Tailgate, 10-11 am, Gazebo
- 27 UAB Transfer Recruiter Visit, 10 am-12 noon, Commons Area
Volleyball vs Chattanooga State, 5 pm, SSCC
- 28 Baseball vs Martin Methodist, 12 noon, SSCC
Softball @ UNA, 4 pm
- 29 Tennis @ East Central Community College, 1 pm
- 30 Baseball vs Lurleen B Wallace, 4 pm, AUM
Baseball vs Beville State, 6:30 pm, AUM
- 30-Oct 2 Women's Golf Fall Invitation, TBA, Eagle's Nest Golf Course @ Lake Guntersville State Park

October

- 1 Volleyball @ Cleveland State, 6 pm
Last Day to Withdraw from a Fall Mini 1 Class
- 3 Volleyball @ Wallace-Hanceville, 6 pm



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

September 19, 2018

Attendees

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

Absent

Mr. Randy Maltbie

Convened

1:30 p.m.

Old Business

1. Strategic Planning
 - Dr. Exley reviewed a document that he emailed the Cabinet for discussion during the meeting.
 - Dr. Exley led discussion on the Strategic Issues and Strategic Goals for 2018-2021.
 - Action plans are due from Cabinet members by Nov. 1.
 - Cabinet members should notify Dr. Exley by Monday of the goals that each department can develop objectives and strategies for.

2. Aviation Update
 - Mr. Whitmore shared about a recent Aviation Advisory Board meeting.
 - Dr. Exley discussed adding a student to the Advisory Board, and when that student is selected, Ms. Smith will include the information in a Monday Memo.
 - Dr. Exley also suggested adding students to other program Advisory Boards if they aren't already serving.

3. Enrollment Update
 - As of right before the meeting, the number of credit hours for fall reached over 24,300. It's gradually increasing with Mini II registration.
4. Recruitment Process Map
 - There was not an update for this.
5. Update on SUB
 - Two different asbestos surveys done because of hot spots that have shown up for abatement. Our contractor who won the bid for the demo is now searching for sub-contractors who can handle the hot spots. The bid contractor is not certified to handle the hot spot abatement.

New Business

1. Internal Leadership Development Program
 - Dr. Exley led discussion on the development of a program and identifying individuals who would benefit from participation in an internal leadership program.
 - Dr. Exley will put together an outline of how the program would work, and the Cabinet can use the outline for further discussion.
2. Update on Auburn Aviation Visit
 - Dr. Cederholm reported on a recent visit to Auburn University to discuss a potential articulation agreement for Aviation Management.
3. College Day Debriefing
 - Dr. Exley led discussion about the event, which was held in the gym and the Bevill Center. The purpose is to identify ways to maximize the opportunity.
 - Some of the suggestions including improvements to curb appeal, set-up ideas and ideas to reach out to universities and their programs with which we have articulation agreements.
4. Apple Campaign Discussion
 - Dr. Cederholm said there was a class included in the schedule for Mini II. She mentioned that some TRIO students have been identified to enroll in the course.
 - A campaign needs to be developed to promote the program for Spring.
5. SACSCOC Registration
 - Ms. Conley asked if any employees who are attending the conference will be doing any pre-conference workshops. She asked to be notified of a number, so the registration could be paid and hotel reservations could be made.
6. Open Discussion

- The year-end process went well. The system was only down for one work day. New budgets have been rolled out.
- The College has an action item on the Board of Trustees work session to increase the building fees from \$12 to \$15 effective in the spring. The board will discuss the item next Wednesday for a vote in November.
- Dr. Exley shared about a recent Marshall County Economic Development Council meeting.
- Ms. Conley reminded the Cabinet that the Harvest Festival is this weekend. The College Street Singers and Jazz Band will perform at 10:15 a.m. Some of the students will have fundraising tables at the Harvest Festival, and Snead State will have a table as well.
- Mr. Cannon and Mr. Whitmore attended a ribbon cutting on a new city park in Boaz located across from the Boaz Fire Department.
- Ms. Conley reported on the amount of funds raised by athletics and student activities to be deposited through the Foundation.

Upcoming Events

October

- 3 Volleyball @ Wallace-Hanceville, 6 pm
- 4 Baseball vs Shelton @ University of AL, 5:30 pm
- 5-6 Volleyball @ Vincennes Tournament
Boaz Harvest Festival
- 5 Jazz Band and College Street Singers Perform at Boaz Harvest Festival, 10 am
- 6 Softball @ JSU Tournament
Men's Basketball vs Battle of the South Jamboree, TBA, Atlanta
Baseball vs Indiana Team, 12 noon, SSCC
- 7 Softball @ UNA Tournament, TBA
- 8-9 Men's Golf @ Eastern Florida
- 8 Last Class Day for Mini I
Volleyball vs Southern Union, 5 pm, SSCC
- 9 Final Exams for Fall Mini I
Women's Tennis @ Covenant College, 5 pm
Sean of the South, 7 pm, Fielder Auditorium
- 10 Grades Due for Fall Mini I @ 11 am
Advisement Begins for Spring Term
- 11 Dorm Opens for Fall Mini II
Volleyball vs Bryan College, 6 pm, SSCC
NSLS Leadership Training Day, 2-6 pm, Weathers Auditorium
- 12 Baseball @ Martin Methodist, 2 pm
- 15 Fall Mini II Classes Begin
Volleyball @ Coastal Alabama-Brewton, 5 pm
- 16 Last Day to Register or Add a Mini II Class
Softball @ JSU, 4 pm

17 NSLS Live Speaker Broadcast, 6-8 pm, Weathers Auditorium
Women's Basketball vs Martin Methodist, 5:30 pm, SSCC



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

November 14, 2018

Attendees

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

Absent

Ms. Teresa Walker

Convened

2:30 p.m.

Old Business

1. Strategic Planning

- Dr. Exley led discussion on the Executive Priorities – enrollment growth, strategic use of scholarships and waivers, enhanced academics via articulation agreements, investment in targeted shortages in workforce and engaged learning network – and the 2019-2021 strategic goals.
- The Cabinet reviewed objectives and strategies submitted by each Cabinet member. Cabinet members offered input and suggestions on changes or updates.
- Dr. Exley led discussion of waiver distribution over three academic years.
- The Cabinet should review the action plans and offer suggested edits based on the discussion during the meeting.



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

December 5, 2018

Attendees

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

Absent

Mr. Randy Maltbie

Convened

1:30 p.m.

Old Business

1. Strategic Planning
 - Dr. Exley led discussion on the latest version of the 2019-2021 Strategic Plan.
 - The plan is ready to be put into narrative form and developed into a printed booklet.

2. Enrollment Update
 - The Cabinet reviewed the latest enrollment data regarding head count and credit hours.
 - Mr. Cannon reported on the success shown through the recruiters' use of the Full Measure messaging program, which resulted in fewer students being dropped for non-payment.

New Business

1. Marshall County Profile Presentation (Teresa Walker)
 - Ms. Walker shared the presentation she prepared for economic development training at the System office.
 - Mr. Cannon asked Ms. Walker to share this information with the recruiters and the career coach.
2. Acceptance of Grants
 - a. Career Coach (\$30,000): The Cabinet unanimously accepted this grant.
 - b. Nursing Simulation Project (\$83,251): The Cabinet unanimously accepted this grant.
 - c. Career Tech Dual Enrollment (\$100,000): The Cabinet unanimously accepted this grant.
3. ACCSHRMA Diversity Conference (Feb. 21, 2019 at Jeff State Chilton-Clanton Campus)
 - Ms. Conley reviewed the information with the Cabinet members. Registration is to go through the HR office.
 - Anyone wanting to attend would need to complete the registration form and submit it to Amanda Gunnels before Jan. 25.
 - Transportation can be determined once it's been determined who is attending.
4. Open Discussion
 - Snead State got approval for funding for the CNRA program to be offered in the evening available to all students, not just dual enrollment. The program is eligible for WIOA funding.
 - Mr. Cannon led discussion regarding tuition waivers and scholarship distribution. He reviewed some of the changes that are being proposed on how the waivers are awarded.
 - Dr. Cederholm reviewed a proposed policy regarding Schedule D employees' summer employment and led discussion of the policy. The Cabinet gave preliminary endorsement for Dr. Cederholm to proceed to present to the full faculty and to continue to fine tune the proposal.
 - Donations for the Foundation's Giving Day may still be submitted. As of this meeting, the total is \$8,925. Ms. Conley said that total is about \$3,000 less of last year's total.

Upcoming Events

December

- | | |
|---|---|
| 6 | Last Class Day for Fall Mini II
Music Department Rehearsal, 1 pm, Fielder
Basketball vs Itawamba Community College, 5:30(W);7:30(M), SSCC |
| 7 | Last Class Day for Fall Semester |

- 8 Music Department Winter Concert, 7 pm, Fielder
- 8 ACT Exam, Fielder/Administration Building/English Building
- Women's Basketball vs Coastal Alabama-North, 2 pm, Away
- Sardis High School Coronation, Bevill
- 9 Men's JV Basketball vs Martin Methodist, TBA, Away
- 9-11 SACSCOC Annual Meeting
- 10-14 Final Exams
- 10 Music Department Juries, 2-5 pm, Fielder
- Community Choir Dress Rehearsal, 6-9 pm, Fielder
- BIS Honor Choir, 6:30 pm, Bevill
- 11 SSCC Community Choir "The Gifts of the Magi", 7 pm, Fielder
- 13 Corley 3rd Grade Program, 6:30 pm, Bevill
- 14 Grades Due for Fall Semester, 11 am
- Dorm Closes for Fall Semester, 12 noon
- Basketball vs Southern Crescent Technical College, 4:30(W)/6:30(M), Away
- 15 Women's Basketball vs Central Georgia Technical College, 12 noon, Away
- 22-Jan 1 Holiday Break