



SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING

Via Conference Call

April 1, 2020

Attendees

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

Absent

Mr. Michael Gibson, Ms. Teresa Walker

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Deferred
2. Enrollment Update
 - One Physics class has closed already, and another Physics class had to be open.
 - Summer Registration opened a week earlier this year as opposed to last year.
 - As of 2 p.m., 267 students registered for 1,818 credit hours.
3. McCain Update
 - Mr. Whitmore said the walk through was done last Friday.
 - He added that the second floor has almost been completely demoed, and the crew is working on the first floor now.
 - The crew has taken some of the bricks off to see what the construction is like underneath and to determine the best way to remove the rest.

- Mr. Whitmore reported the project seems to be ahead of where he thought it would be at this time.

New Business

1. Survey of Students and Employees
 - Dr. Exley discussed an email he sent to the Cabinet earlier today to get student and employee feedback, and he opened for discussion the best way to develop the surveys.
 - Dr. Exley will make assignments for people to take the lead on developing the items for the survey.

2. Utilization of Blackboard Collaborative
 - Dr. Cederholm reported that Collaborative is working well. The faculty are using it to meet with students during the regular class time as well as to advise students. Dr. Cederholm has used it to host faculty meetings.
 - Ms. Walker said she plans to use it with Ready to Work.
 - Dr. Exley is going to ask Mr. Gibson to do a demo of Collaborative for the Cabinet to use for a future meeting.

3. Status Reports from Each Cabinet Member
 - Each Cabinet member reviewed status reports on employees as well as work within each department.
 - Dr. Cederholm is working with Mr. Gibson to finalize plans for proctoring online exams for classes that were moved from on-campus to online. She is also finalizing a letter to the FAA regarding plans for the aviation program that will be approved by Dr. Exley and Director Joe Dailey before it is sent to the FAA.
 - Ms. Conley is working with a couple of alumni with planned giving plans for scholarships.
 - Ms. Walker reported they are working out details regarding WorkKeys testing for Ready to Work students.
 - Mr. Whitmore reported on the progress of the refund plan for dorm students. He recommended waiting before allowing students to return to pick up their items, even a few at a time, while the College is closed due to the pandemic. Dr. Exley shared the System's order to not allow students on campus until the restriction is lifted.
 - Mr. Whitmore spoke about the CARES act information that was distributed by the Chancellor to the College Presidents. He mentioned sharing the information with Mr. Cannon and Amanda Childress due to references to financial aid in the information.
 - Mr. Whitmore reported on plans to take care of the plants in the greenhouse.
 - Mr. Cannon reported on the calls and emails received for registration. The Scholarship Committee is meeting tomorrow morning. The Commencement Committee is also continuing to make plans for Commencement.
 - Dr. Exley led discussion on a communication prepared at the request of the Chancellor on how employees have gone above and beyond to help students during this time of transition.

- Dr. Exley led discussion about the continuity plan developed in response to the COVID-19 pandemic.

4. Open Discussion

- If anyone has employees in their areas who plan on retirement before year end, information to Amanda Gunnels by the end of April.