



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

May 15, 2019

Attendees

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

Absent

Mr. Joe Whitmore

Convened

2 p.m.

Old Business

1. Strategic Planning
 - Dr. Exley led discussion of what needs to be inputted in SPOL for the Fifth-Year Report. Most of this falls within academics.
2. Enrollment Update
 - Dr. Exley reported that enrollment is currently 1,000 credit hours ahead of this point last year.
 - Dr. Cederholm reported that there shouldn't have any difficulty for students registering through Summer Mini II term, despite the launch of the new administrative software.
 - Mr. Cannon said there could be some confusion about which system to use to register for Mini II because two portals (one under the old Banner system and one under the new system-wide Banner system) will be going at the same time. Ms. Smith will need to develop continuous communication to try and offset the confusion.
 - The last day to register for the Summer Mini II term is July 9.

- Financial Aid will be the first to go live with the new Banner system next week, so Mr. Cannon suggested starting to develop the communication now.

New Business

1. McCain Update
 - The project drawings are being reviewed by the Alabama Building Commission. Once the commission approves it, the College can begin developing bid packages.
 - Dr. Exley shared the bond issue will probably be issued now while the rates are low.
 - Once the College receives renderings on the renovation, more details will be shared with the College regarding the project.

2. Acceptance of \$5,000 Donation for CPT Training
 - The \$5,000 donation will be move quarterly for certified production technician training. The donation is provided by the Marshall County Legislative Delegation.
 - The Cabinet unanimously approved the total amount of the donation at \$20,000 to be distributed quarterly in \$5,000 increments.

3. Open Discussion
 - Mr. Roden updated the Cabinet about the new log in information decided on for the new Banner system, which will include an “A” number that will be assigned to employees and students.
 - Ms. Walker reported 44 people registered for a root cause analysis/problem solving class, provided through Workforce Development’s partnership with the University of Alabama.
 - Dr. Exley mentioned two potential grant opportunities, and the Cabinet unanimously approved applying for those grants if feasible. One is available through JobCorps and is one the College will definitely pursue. The other is a very competitive grant for approximately \$50,000 for three years, but only six grants of this type are awarded nationally.
 - The Cabinet members shared the dates for upcoming state-wide meetings. The presidents meeting is June 2-4, and the meeting for student services deans is the second week in June. The meeting for academic deans is May 29-31, and the information technology meeting is the third week in June. State-wide meetings for marketing and workforce development will be held in September.
 - Dr. Exley asked Cabinet members to consult with their employees regarding upcoming travel. With the new Banner system implementation, the Business Office is having to do two year-ends, and because of the first, reimbursement to employees for travel could be delayed. The delay could be up to six weeks from the time the reimbursement forms are submitted. Mr. Whitmore will notify employees of this potential delay as well.
 - A power outage for repairs has been scheduled by Marshall DeKalb Electric Cooperative for Friday from 8 a.m. until noon. The power outage will affect the Science Building, Administration Building and the dorm. Dr. Exley suggested keeping the buildings locked during this period and posting a sign notifying people that the

buildings are closed due to the power outage. Employees in those buildings will relocate to other parts of campus to work.

- Mrs. Smith shared information about the new One ACCS app being implement system-wide. The app is expected to go live by mid-July and can be customized for each college. Only the initial cohort of colleges implementing the new Banner system will be included in the app, but the other colleges will be added as they implement the system.
- Enrollment for the aviation is up. Both A&P classes for the summer have made. The program had its first student to pass the A&P program, beginning at Enterprise and completing at Snead State.
- The baseball team did very well in the ACCC Tournament.
- Two women's golf team members are competing individually in the ACCC Tournament and are still advancing.
- The Alabama School of Gospel Music begins June 3.
- Mr. Cannon reported that Paul Gore will handle the hiring of RAs for the dorm, and Amy Stone is currently accepting applications for the positions.
- Mrs. Smith reported that the use of the Full Measure notification/texting program is going well and is up for renewal. Before the college renews the agreement with Full Measure, key users of the program will participate in a demonstration of news products added to the platform to see if these could be added to the college's agreement.
- Mrs. Smith updated the Cabinet on the progress of the redesign of the website. The project will not begin until the new fiscal year, so Mrs. Smith is contacting the companies who have submitted proposals to notify them of the change in the timeline and asked for revised proposals. Then a small committee will evaluate the proposals according to an evaluation system to determine the company to handle the project.
- Dr. Exley reported that the replacement of the gym floor is being postponed until after basketball season. One reason for this is that the project could take a month to complete, and the other is that with the potential ADA issues, the College is going to involve architects to make sure the project is in compliance.

Upcoming Events

May

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| 22 | Summer Faculty Duty Day |
| 23-27 | Community Choir New York City Trip |
| 23 | Dorm Opens
Sardis Graduation, 6 pm, Gym
West End Graduation, 7 pm, Bevill Center |
| 27 | Memorial Day Holiday (College Closed)
Schedule Drop for Non-Payment |
| 28 | Classes Begin for Summer and Mini I |
| 29 | Last Day to Register or Add a Class
Last Day to Drop without Penalty |
| 29-31 | IOA Summer Meeting, Perdido Beach |

June

- 2-4 Presidents Association Summer Meeting, Mobile
- 3-14 Alabama School of Gospel Music
- 4 Deadline to submit ACHE Facilities Inventory Report to ACCS