



SNEAD STATE COMMUNITY COLLEGE

PRESIDENT'S CABINET MEETING

August 7, 2019

Attendees

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

Absent

Convened

1:30 p.m.

Old Business

1. Strategic Planning
 - There wasn't any discussion for this item.
2. Enrollment Update
 - The last two days have been busy. We can't truly compare numbers from last fall to this one because we weren't able to do a drop during this registration period as we did during last fall.
 - This week and next, the recruiters are going to the schools to make sure dual enrollment students are registered for fall.
3. McCain Update
 - Mr. Whitmore met with Phil Black last week and received plans for the interior detail. He's meeting with the department heads for those departments that will be housed in the McCain to review those plans.

New Business

1. Payment Plan Update
 - Mr. Whitmore said he received an email from NelNet responding to some questions, and the response was satisfactory. The link can be made active within 24 hours once the paperwork is completed.
 - The Cabinet agreed to move forward with submitting the paperwork with NelNet and get the payment plan activated.

2. ACCA Webinar – *Strong Start, Strong Finish: An Education-to-Workforce Vision for Alabama* (Aug. 28 at 10 a.m.)
 - Dr. Exley led discussion on who should participate in the webinar.

3. CAEL Membership
 - Dr. Exley led discussion on whether to renew the membership or not.
 - The Cabinet agreed to not renew the membership at this time.

4. Open Discussion
 - Mr. Cannon led discussion on two topics – drop for non-payment and drop for “no shows” – that have been discussed by ACCS in regard to the System administrative program. Mr. Cannon recommended changing the procedure to “backing out students for no shows”, and the Cabinet voted to approve the recommendation.
 - Mr. Roden led discussion on the necessity of the intranet for employees. The most commonly used resources on the intranet are the employee handbook, leave forms and travel forms, and those could be moved to the Human Resources webpage on the website. The Cabinet agreed to remove the intranet from the website and list the resources needed on the website.
 - Dr. Cederholm said the SACS narratives for the 5th Year Report must be added to Compliance Assist by Aug. 15.
 - Mr. Roden said he’s working with the System office about getting new students access to student webmail.
 - If anyone has an IT or maintenance request, they need to follow the process instead of approaching those employees directly. The Cabinet needs to emphasize this with their employees.
 - The Welcome Breakfast hosted by the Foundation will be Monday. The College has a couple of new Foundation Board members who may be in attendance.

Upcoming Events

August

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| 5-9 | College Street Singers Rehearsal Camp, 8:30 a.m.-12 noon, Maze Music Building |
| 6-7 | Final Exams for Mini II Classes |
| 7-8 | Final Exams for Full Summer Classes |
| 7 | Fall Schedule Drop for Non-Payment |
| 8 | Dorm Closes at 11:00 a.m. |

- Grades Due for Full Summer and Mini II at 11:00 a.m.
- 12 Welcome Back Breakfast, 8:00 a.m., SSCC Cafeteria
- 13 Jazz Band Rehearsal Camp, Maze Music Building
- 15 Jazz Band Rehearsal Camp, Maze Music Building
- Dorms Opens for Fall
- 16 College Street Singers Touch-Up Day, 8:30-10:00 a.m., Maze Music Building
- 18 Schedule Drop for Non-Payment for Fall
- 19 Fall Classes Begin
- 20 Last Day to Register or Add a Fall Mini I Class
- Last Day to Drop a Fall Mini I Class Without Penalty