



**SNEAD STATE COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
June 19, 2019**

Attendees

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

Absent

Ms. Shelley Smith

Old Business

1. Strategic Planning
 - There was no discussion or new updates.
2. Enrollment Update
 - Dr. Exley stated that the numbers today were about the same as yesterday. If we could pick up an additional 200 credit hours prior to the start of Mini II, the College would have an increase over last year.
3. McCain Update
 - Mr. Whitmore stated that the second set of drawings would be sent to the Alabama Building Commission next week.

New Business

1. OneACCS Registration Communication
 - Miranda Collier distributed an email that was received by the Marketing/PR department concerning a conference call about the OneACCS registration process.
 - The system office is controlling the message that the College can send to students.
 - The communications will reflect ACCS branding rather than individual college branding.
 - The Self Service Banner System for registration will be live the week of July 8. Snead State goes live on July 15. The system office has decided to stagger the go live dates.
 - Ms. Collier stated that our marketing/public relations department will try to find out when the mobile app will be ready.
 - Mr. Roden shared that the requested Argo reports should be available when the Banner system goes live on July 15.

- Mr. Cannon shared that it was his understanding that spreadsheets would be sent to the College IT departments showing the conversion of S#'s to A#'s. Mr. Roden stated that he had not seen the spreadsheets but would inquire.
- Mr. Cannon shared that the new system goes live on July 1st for our employees and July 15th for our students.
- Dr. Exley stated that the College needed to plan for some confusion and suggested a FAQ piece be prepared and distributed to the campus.
- During various Banner work groups, it was stated that a letter would be sent to students notifying them of their new student ID "A" number; however, no one knows who is sending the letter.
- It was discussed that employees will need their new ID number "A" number beginning on July 1. A communication should be sent to employees notifying them of their new number. It was suggested that employees pick-up their communication from HR rather than it being mailed.
- Mr. Whitmore shared that a Banner update meeting is held each Monday at 8:15 in the president's conference room. The group would like for a representative from marketing/public relations to start attending the meeting.

2. Approval to Submit Grant Applications

- Ready to Work Grant (\$75,000) – The Cabinet voted to submit an application for a Ready to Work grant for \$75,000. No matching funds are required for the grant.
- MSSC Instructor Training Grant (\$16,050) – The Cabinet voted to submit an application for an MSSC Instructor training grant for \$16,050. No matching funds are required for the grant. The grant will provide for four new CPT training modules (2 in career/tech for certified logistics technology and 2 in workforce development for OSHA outreach).
- Dual Enrollment Grant (\$200,000) – The Cabinet voted to submit an application for a Dual Enrollment Grant for \$204,700. The grant will be used to expand the CNA program to include 10 students in Blount County Schools, 20 more students at Marshall Tech, 5 students at Crossville High School, and 5 students at Geraldine High School. Also included are students in OAD and Industrial Technology.

3. Deadline to Submit Leave Reports

- Mr. Whitmore shared that June 26th at noon is the deadline to submit approved employee leave reports to HR.
- Dr. Exley informed the Cabinet that their leave reports should be submitted to him for approval no later 8:00 a.m. on June 26th.
- Mr. Whitmore shared that these strict due dates with no exceptions are being mandated from the System office.

4. President Meetings with Employee Groups to Provide Support and Encouragement

- Dr. Exley shared that he would like to meet with groups of employees to provide some encouragement and to try to boost morale. He wants the employees to know that he is aware of what they are going through and it is okay if a mistake is made.
- Cabinet members should coordinate the meetings with Ms. Conley. Cabinet members can attend but their attendance is not required.

5. Open Discussion

- Dr. Cederholm is inquiring about separate Perkins funding for a Career/Tech Dean.
- Dr. Exley plans to meet individually with cabinet members to discuss key organizational/leadership challenges.
- Mr. Cannon shared that he is working with HR on the job posting for part-time help with student engagement.
- Dr. Exley would like for Dr. Cederholm to work with public relations/marketing staff next week to develop a promotional piece for career/tech programs.
- Dr. Exley shared that the College is looking for a part-time aviation director as required by the FAA.
- Dr. Exley shared that it was important for the College to increase our visibility at community and Chamber events.

Upcoming Events

June

- 19 Last Day to Withdraw from a Summer Mini I Class without penalty “W”
- 20 Boaz Area Chamber Business after Hours, 5-7 pm, Old Mill Trading Company
- 21-23 Baseball Bash, 9 am until dark, SSCC Baseball Field
- 22 SSCC Golf Tournament, Lake Guntersville State Park
- 24 Deadline for Cabinet to Submit June Leave Report to Dr. Exley
- 26 Last Class Day for Summer Mini I
Deadline to Approve June Employee Leave Reports
- 27 Marshall County Manufacturer’s Association Event, 5-7 pm, Main Channel Brewery
- 28-30 Baseball Bash, 9 am until dark, SSCC Baseball Field

July

Grades due for Mini I

- 3 Dorm Opens for Summer Mini II
- 4-5 Independence Day Holidays (College Closed)