



## **PRESIDENT'S CABINET MEETING**

**September 14, 2020**

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

Convened: 2 p.m.

### **Old Business**

#### 1. Enrollment Update

- The push right now is for the Fall Mini II term. The updated course schedule is expected to be inserted into the newspaper on Sept. 26. The insert has brought a lot of good PR for the college. The recruiters have planned some Q&A sessions and other virtual events that will be advertised in the insert as well.

#### 2. McCain Update

- Most of the work on the renovation has been moved inside. Mr. Whitmore is reviewing some change orders for structural issues that couldn't be foreseen until construction progressed.
- Furniture for the building is expected to be delivered the first week in April. The project is still on track for completion in the spring with the move-in date during the summer 2021.

### **New Business**

#### 1. ASPIRE Update

- Mr. Whitmore reviewed the feedback he'd received from the College's response to the first portion of the ASPIRE document. Chancellor Baker has been complimentary of what the College has submitted thus far.
- The deadline for the complete document was extended until Dec. 11, but Mr. Whitmore cautioned the Cabinet not to let up on the momentum.
- The completed document has to be within the 150-page limit, though this doesn't include appendices. The College will print the document to provide a spiral bound copy as well as an electronic copy.
- The goal is to have the document to Dr. Cederholm for editing by Oct. 26 and have it ready to submit to the printer by Nov. 18.

- The Cabinet is to present a draft of each of their sections to the Cabinet for initial review by Oct. 2. Cabinet members are also to begin preparing responses to questions 2, 3, 4 and 5 in the ASPIRE document.
- The Cabinet reviewed the cover design for the College's ASPIRE document and offered feedback on edits to the cover.

## 2. GuideSafe Testing

- Mr. Whitmore reported that Snead State will be a part of Phase 2 of GuideSafe COVID testing process. Before the College did not open the dorm to residents, Snead was except from Phase 1 of the testing.
- As part of Phase 2, the system will work with the UAB platform to randomly select 3% of students and 3% of faculty and staff who meet on campus at any point in the semester and chose them for the GuideSafe testing.
- Mr. Cannon is the designated college liaison for this testing.
- Those selected can opt out of the testing. They will administer the tests themselves during a scheduled appointment at the Academic Success Center, and College representatives will oversee the testing and store the tests for pick-up. The results of the tests are expected within 24-48 hours from when the tests are picked up from each location within the system.
- Snead State will schedule GuideSafe testing on Thursdays between 10 a.m. and noon.

## 3. Open Discussion

- Mr. Whitmore reported that the gym floor is still curring, so work on the floor will not resume until October. The project is on schedule to be completed in time for the basketball team to begin conference play in January. The volleyball team will not play on its season until basketball season concludes. The basketball schedule includes only conference play and does not include overnight trips for games or out-of-state games.
- Mr. Cannon reported on upcoming Banner changes and updates. He also said there is a request for proposals for a system-wide proctoring system, tutoring system and learning management system, and for a CRM used for recruiting, retention, advising and marketing.
- Mr. Roden reported that the college system will be providing 279 laptops to colleges for student use. Mr. Roden recommended developing a loan program for the laptops, where students who need one can check it out from the library and return it after use. The Cabinet agreed for Mr. Roden to check with other colleges with similar programs, such as Calhoun, and begin developing a policy for a loan program.