



PRESIDENT'S CABINET MEETING

October 14, 2020

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

Convened: 2 p.m.

Old Business

1. Enrollment Update
 - Mr. Cannon shared the latest enrollment numbers via email earlier today. Registration for the Fall Mini II term ended Oct. 13. Credit hours are 21,095 and headcount is 2,028. The registration numbers for Fall 2019 were 24,132 credit hours and 2,238 headcount.
 - The Drop for No-Show is scheduled for Tuesday, Oct. 20.

2. McCain Update
 - Inspection was last week, and the project is coming along. Completion is still on schedule to move in during the summer 2021.

3. Sentinel/GuideSafe Testing
 - The kickoff was held the last couple of weeks, and the first group to test happened this week.
 - The selections for testing were made from the profiles created through Verily. Those selected for testing will receive an email to schedule a testing time.
 - Mr. Cannon and Ms. Smith participated in a webinar discussing marketing materials to use to encourage people to sign up for GuideSafe Testing.
 - Ms. Smith and Mr. Cannon will take care of notifying and encouraging people through email with provided drafts and graphics from UAB.

New Business

1. ASPIRE Update
 - Mr. Whitmore shared the status of the draft reports that were submitted.
 - The Cabinet agreed to wait for a final report until after the Chancellor's visit on Nov. 12.

- Dr. Cederholm reviewed the format that she is using to edit and format the report as she combines the drafts.
 - Each Cabinet member needs to respond to the questions that address strategic planning. The responses should be crafted based on the information college from the respective sections. The responses can just be a list of ideas that Mr. Whitmore may use to craft the final responses.
2. Update from Presidents' and ACCS Board of Trustees Meetings
- Enrollment was a big topic of conversation during the Presidents' meeting.
 - An area of concern is the colleges' connection to community stakeholders, particularly K-12 representatives, to reach potential students and boost enrollment. Mr. Whitmore reviewed a PowerPoint regarding enrollment that was shared during the Presidents' meeting. The Cabinet discussed how the information could affect the College.
 - Mr. Whitmore shared about a Community Scholarship program to use in the spring to target areas for enrollment growth. Mr. Cannon will be the College's facilitator in implementing this.
 - Mr. Whitmore reviewed information presented about what the Spring semester will look like in regard to bringing students back to campus. The goal is to plan for students to be back on campus as much as possible in the spring.
 - The ACCS Office has hired a new Director of Cyber Security who is planning to upgrade security within the system within the next two years.
 - Through the CARES funding, the College will receive 279 laptops, 10 Surface hubs and a classroom upgrade, which will be the lecture hall in the Weathers Building.
 - TargetX is being recommended by a committee for the new CRM, and a committee is recommending their top choice for the new LMS to the Chancellor.
3. Approval of Snead Policy 608.03: Instructor Overload and Instructor Overload Procedure
- Dr. Cederholm presented the policy that was completed in April. Division directors have reviewed.
 - One correction needs to be made for consistency in terms of who approves overload requests – the President or Vice President for Academic Affairs. Dr. Cederholm will make the necessary correction that includes a signature of approval from both the President and the Vice President for Academic Affairs.
 - The Cabinet unanimously approved the policy as amended.
4. SACSCOC Annual Meeting (Virtual-December 4 and 7-9)
- Cabinet members need to notify Kelli by Oct. 31 of anyone within their respective areas who need to attend.
 - Anyone wanting to attend the CCA Fall 2020 Conference should register on their own. The dates are Nov. 4-5.
5. Open Discussion

- Dr. Cederholm received notification from a C&R representative with SACS after submitting the two reports that were due. The representative shared that the reports regarding aviation or the referral seemed inadequate, but the College is still waiting for official word from SACS regarding the report, which will likely come in January. If it becomes necessary, the College will have six months to resubmit the report, and any initial finding can be appealed.