



PRESIDENT'S CABINET MEETING

May 12, 2021

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

Convened 9 a.m.

Old Business

1. SACSCOC Update

- Dr. Randall, Ms. Melissa Rice and Mr. Scott have been coordinating the work to complete the SACSCOC report. A consultant is assisting with the process and has brought some good ideas to the table. The report is due first week in August.
- Mr. Scott reported that the academic programs data for the 2019-2020 academic year has been gathered, committees are working on compiling data from the 2020-2021 academic year. The timeline for the committees to complete this work is by end of June.
- Dr. Randall reported that the compilation of the 2019-2020 academic year data for career and technical programs is complete. Documents went out a week ago for committees to begin compiling the data for the 2020-2021 academic year. He anticipates the data collection will be completed well before deadline.
- Ms. Rice is developing the narrative. The College sent excerpts of the narrative to the College's SACSCOC vice president for feedback, and it's been positive.
- Dr. Whitmore is finalizing committee appointments to prepare the fifth-year report. Once those are finalized, he will send out a letter to notify the committee members.

2. ASPIRE Update

- The College submitted Phase 2 two weeks ago to the System office. The System office will evaluate the plan and use information from each College to determine funding allocations. Phase 2 involved the submission of a plan for a capital project to help the College meet the goals and priorities identified in Phase 1.
- The Cabinet agreed to send an electronic copy of the College's ASPIRE plan to all of the stakeholders who worked to compile it. The stakeholders may request a hard copy of the plan as well.
- The College's Phase II proposal was for a career and technical center to be built on the campus of Marshall Technical School. The proposal asks for System funding of \$12

million of the \$21 million project. Dr. Whitmore said if the request is approved, the remaining funding would come from other outside sources as well as reserves that were not needed for the renovation of the McCain Center.

3. Enrollment Update
 - Mr. Cannon shared an enrollment report with the Cabinet. Summer enrollment is currently tracking at 88 percent of last summer's total.
 - A drop for non-payment was done last week, and another will be done the first week of classes.
 - Fall registration for dual enrollment students opened this week, and registration for returning students will open June 10. Preliminary assessments show a drop in admission applications for the fall, especially for first-time freshmen, and this is a trend that is showing with most ACCS colleges.
 - Parson Days new student orientation will be held the week of July 19.

4. McCain Update
 - The target move-in date is still on for July, and the offices should be open and operational in the renovated facility by the fall semester.
 - Dr. Whitmore updated the Cabinet on plans to move the offices into the McCain over the summer.

New Business

1. Commencement Debriefing and Make-up Ceremony
 - The College has scheduled a make-up ceremony for Sunday, the 23rd, after receiving 53 positive responses to a survey expressing a desire among graduates to have the make-up.
 - About 40 graduates were able to cross the stage to receive their diplomas before inclement weather interrupted the ceremony. About 30 students who picked up their caps and gowns did not show up for the ceremony.
 - The makeup ceremony will be held at 3 p.m. in the Bevill Center.

2. 2021 Virtual Institute on Quality Enhancement and Accreditation
 - The dates for the Virtual Institute are July 19-22, 2021.
 - Advisement process will be the central idea for the new QEP.
 - Cabinet members should submit names, emails, cell numbers, and respective roles at the College of any employees who wish to attend. They should also include whether or not the employees have ever attended an institute before. These should be submitted to Mrs. Conley by the end of the day on May 13.
 - Ms. Conley will send a link to the schedule for Cabinet members to share with interested employees.

3. SACSCOC Visit
 - Dr. Whitmore recommended the consultant come in August after the report has been submitted and help to prepare the College team for the upcoming SACSCOC visit. The Cabinet agreed.

- Dr. Whitmore announced his plans to form a committee to plan for the visit. Preliminary committee members are Lindsey King, Don Roden, Dack Phillips, and Kelli Conley. Others will be added as needed.
4. Faculty Hires
- Several faculty positions have been posted, and Mr. Scott reported that the response has been great with the exceptions of instructors for computer science and religion and philosophy.
 - Mr. Scott said the timeline to have the finalists' names to the Dr. Whitmore is by the end of May or early June.
5. Open Discussion
- Dr. Whitmore will send an announcement campus wide recognizing recent retirees with a notice that something more formal will be planned for the retirees during fall convocation.
 - Ms. Walker said plans have changed for a countywide job fair that was originally scheduled for September at Sand Mountain Park. Because of the governor's announcement to cut off unemployment benefits in relation to COVID-19 by the end of June, Ms. Walker said local industries have requested the job fair be moved up to the end of June. Ms. Walker said she still needs to talk over details with Dr. Whitmore and confirm date availability with Sand Mountain Park.
 - Mr. Roden announced that a fiber upgrade on campus will begin soon.
 - Ms. Conley announced her retirement on May 31 after 33 years at Snead State. She will return after July 4 in a part-time capacity as Development Coordinator as well as assisting in the President's Office.
 - Mr. Cannon announced that there were face masks left over from commencement, and he will email the campus to let them know they can pick up one if they want.
 - Mr. Cannon also reported that Student Services ordered "Snead Bound" yard signs for incoming freshmen and/or their families to pick up and place at their homes. The signs are available today for pick up in the ASC center.
 - Mr. Roden said he has 45 laptop bags for employees who would like one. The bags will be given on a first come, first serve basis.