



## **PRESIDENT’S CABINET MEETING**

**March 3, 2022**

**Attending:** Dr. Joe Whitmore, Mr. Vann Scott, Ms. Shelley Smith, Mr. Jason Cannon, Mr. Don Roden, Ms. Teresa Walker

**Absent:** Dr. Greg Randall

Convened 2 p.m.

### **Old Business**

#### 1. Enrollment and TargetX Update

- Mr. Cannon reported that spring enrollment is still above 7% above the final headcount over last year, but is still under the final headcount two years ago. Snead State’s enrollment is averaging in the middle of the other schools in the college system. Currently, the headcount is at 2,030, and the credit hours are 19,229.
- The Spring Mini II semester begins March 15.
- The TargetX system went live on Wednesday. Mr. Cannon reported a few “hiccups” with the implementation, but otherwise the system was up and running.

### **New Business**

#### 1. SACSCOC

- Mr. Cannon and Mr. Scott presented policy changes to the Cabinet for review and approval. The revisions included the following policies: Admissions and Harassment, which was an adoption of the ACCS policy to revise the local policy; Expressive Activities by the Campus Community Policy, which is a creation of a local policy due to the creation of a new system policy; Title IX Sexual Harassment Complaint Procedures, which were part of an annual review of the policy/procedure; Complaint/Grievance Procedures for Students and Student Code of Conduct and Discipline Non-Academic Policy, which were revised to account for local policies and procedures; and Military Withdrawal, which is a new local policy.

- The Cabinet approved the changes to the Admissions policy and adopted the ACCS policy for Admissions and Harassment.
- The Cabinet approved the Expressive Activities policy to match the system policy with specifications regarding outdoor areas and the approval procedure for sponsoring expressive activity.
- The Cabinet approved the Title IX Sexual Harassment Complaint Procedures policy based on federal law and to include a couple of local policies.
- The Cabinet approved the Complaint/Grievance Procedures for Students, the Student Code of Conduct Policy with recommended changes discussed by the Cabinet, and the new policy for Military Withdrawal with one change discussed by the Cabinet.
- The Cabinet discussed a student situation that Student Services were made aware of last week which could have benefited from the new Military Withdrawal policy. After the discussion, the Cabinet approved retroacting the Military Withdrawal policy to last week to apply to the student's situation.
- Mr. Scott presented a substantive change request for the Marshall Technical School that would declare the school a 100-percent educational site and that would add a Welding Technology AAS and certificate program. Mr. Scott also presented a Substantive Change Policy for approval before the request can be submitted to SACSCOC. The SACSCOC steering committee approved the policy and presented it to the Cabinet for approval. The policy included a checklist that had to be completed to determine if a Substantive Change Prospectus should be submitted. The policy approved by the steering committee would replace a policy previously approved in 2010. The Cabinet approved the Substantive Change Policy.
- Mr. Scott also presented a New Off-Campus Site Inspection Policy proposed by the SACSCOC steering committee. The policy includes a site checklist and meets the requirements for SACSCOC. The Cabinet approved the policy. Mr. Scott said the site inspection for Marshall Technical School will be conducted next week in time to submit the Substantive Change Prospectus.
- The Cabinet discussed and agreed on the primary authors assigned to draft the responses for each SACSCOC standard. Mr. Scott would notify the authors of their assignment.
- Dr. Whitmore informed the Cabinet to include an increase in Career and Technical Programs in the Strategic Planning document. Because this was already added to the Bridge Plan presented at a previous Cabinet meeting, the plan was already approved as amended.
- Dr. Whitmore provided an update to the Cabinet on the QEP. He shared with the Cabinet that the QEP would focus on improving academic advising. Michael Gibson has been assigned to oversee the development of the QEP. The Cabinet agreed to appointments for a QEP committee, including Kelli Snyder, Patti Morgan, Amy Stone, Tammy Robison, Tonya Clowdus, Seth Busby, Tristin Callahan, and Johnny Brewer.

## 2. Lumina Foundation Grant Approval

- Ms. Smith requested the Cabinet approve applying for a grant through the Lumina Foundation for the Million Dollar Community College Challenge.
- The application includes submitting plans for the development and a strategic vision for the college's brand that supports adult student enrollment and student success. The deadline is March 15.
- The Lumina Foundation is awarding one million-dollar award and nine \$100,000 awards for brand building and strategic marketing efforts as well as technical assistance to help develop actionable brand building and marketing strategies.
- The Cabinet voted to apply for the grant.

## 3. College Catalog and Student Handbook Discussion

- Ms. Smith led discussion on combining the College Catalog and the Student Handbook into one publication.
- Ms. Smith confirmed with Melissa Rice and Doug Wymer that this would not be an issue with SACSCOC.
- The Cabinet approved combining the two documents into one.

## 4. Open Discussion

- The College received an ACHE grant for a summer bridge program grant. The grant is for \$60,000 to establish a program for at-risk students who struggle with gateway courses.
- The Cabinet agreed to have the TRIO Summer Academy resume their summer activities as long as there are no changes regarding COVID-19 restrictions.
- Dr. Whitmore updated the Cabinet on the staffing plan presented to the Chancellor in January. The plan has not yet been approved. A memo was released to the colleges from the Chancellor on March 1, thanking the colleges for their submissions and explaining the approval of the plans would take longer than expected. The Chancellor had established a hiring freeze until the plans could be approved, but because of the delay, some exceptions have been made to the hiring freeze. Vacant positions on salary schedules D, E, H or L or adjunct positions may be filled if they are already included on the College's organizational chart. Positions that are reorganized, new positions not currently on the org chart, and vacant position on salary schedules B and C or positions with salaries greater than \$80,000 are still included in the hiring freeze.
- Mr. Roden said that the System Office is requiring Colleges to implement a two-factor authentication for Office 360 beginning March 16.
- This year's Spring Commencement Ceremony will be held in the Plunkett Wallace Gymnasium. There will be no guest speaker.