



## Meeting Agenda/Minutes MBUG Executive Committee

|                            |                                    |                         |                        |
|----------------------------|------------------------------------|-------------------------|------------------------|
| <b>Purpose of Meeting:</b> | <b>Executive Committee Meeting</b> | <b>Approved:</b>        | <b>July 29, 2013</b>   |
| <b>Meeting Date:</b>       | <b>June 26, 2013</b>               | <b>President:</b>       | <b>Rosiland Garner</b> |
| <b>Start Time:</b>         | <b>10:30 a.m.</b>                  | <b>President-Elect:</b> | <b>Allen Coleman</b>   |
| <b>End Time:</b>           | <b>1:00 p.m.</b>                   | <b>Treasurer:</b>       | <b>Cay Lollar</b>      |
| <b>Location:</b>           | <b>Holmes Community College</b>    | <b>Secretary:</b>       | <b>Lisa McDaniel</b>   |
|                            | <b>Ridgeland, MS</b>               | <b>Past-President</b>   | <b>Dow Ford</b>        |

| Representatives                     | Technical/<br>Functional |                    |  | Phone        | Present/Absent |
|-------------------------------------|--------------------------|--------------------|--|--------------|----------------|
| Officer                             | President                | Rosiland A. Garner | <a href="mailto:rgarner@its.msstate.edu">rgarner@its.msstate.edu</a>         | 662-325-9177 | Present        |
| Officer                             | Pres-Elect               | Allen Coleman      | <a href="mailto:alcoleman@iccms.edu">alcoleman@iccms.edu</a>                 | 662-862-8105 | Present        |
| Officer                             | Treasurer                | Cay Lollar         | <a href="mailto:clollar@iccms.edu">clollar@iccms.edu</a>                     | 662-329-7134 | Present        |
| Officer                             | Secretary                | Lisa McDaniel      | <a href="mailto:lmcdaniel@its.muw.edu">lmcdaniel@its.muw.edu</a>             | 662-329-7377 | Absent         |
| Officer                             | Past-President           | Dow Ford           | <a href="mailto:dford@prcc.edu">dford@prcc.edu</a>                           | 601-403-1030 | Present        |
| Alcorn State University             | Technical                | Donna Hayden       | <a href="mailto:dhayden@alcorn.edu">dhayden@alcorn.edu</a>                   | 601-877-6674 | Absent         |
| Alcorn State University             | Functional               | Jimmy Smith        | <a href="mailto:jsmith@alcorn.edu">jsmith@alcorn.edu</a>                     | 601-877-3966 | Absent         |
| Delta State University              | Technical                | Chris Giger        | <a href="mailto:cgiger@deltastate.edu">cgiger@deltastate.edu</a>             | 662-846-4104 | Absent         |
| Delta State University              | Functional               |                    |  |              |                |
| Holmes Community College            | Technical                | Kevin Baker        | <a href="mailto:kbaker@holmescc.edu">kbaker@holmescc.edu</a>                 | 662-472-9122 | Absent         |
| Holmes Community College            | Functional               | Matt Surrell       | <a href="mailto:msurrell@holmescc.edu">msurrell@holmescc.edu</a>             | 662-472-9178 | Absent         |
| IHL                                 | Technical                | Stephen Frederic   | <a href="mailto:sfrederic@mississippi.edu">sfrederic@mississippi.edu</a>     |              | Absent         |
| IHL                                 | Functional               | Eric Atchison      | <a href="mailto:eatchison@mississippi.edu">eatchison@mississippi.edu</a>     | 601-432-6288 | Absent         |
| Itawamba Community College          | Technical                | (officer)          |  |              |                |
| Itawamba Community College          | Functional               | Tammie Dill        | <a href="mailto:twdill@iccms.edu">twdill@iccms.edu</a>                       | 662-862-8031 | Present        |
| Jackson State University            | Technical                | Artis Smith        | <a href="mailto:artis.smith@jsums.edu">artis.smith@jsums.edu</a>             | 601-979-1080 | Present        |
| Jackson State University            | Functional               | Keilani R. Vanish  | <a href="mailto:keilani.r.vanish@jsums.edu">keilani.r.vanish@jsums.edu</a>   | 601-979-0330 | Present        |
| Mississippi College                 | Functional               | Cindy Hampton      | <a href="mailto:hampton@mc.edu">hampton@mc.edu</a>                           | 601-925-3485 | Present        |
| Mississippi College                 | Technical                | Jim Pilgrim        | <a href="mailto:jpilgrim@mc.edu">jpilgrim@mc.edu</a>                         | 601-925-3814 | Absent         |
| Mississippi Delta Community College | Technical                | Lisa Jones         | <a href="mailto:ljones@msdelta.edu">ljones@msdelta.edu</a>                   | 662-246-6374 | Absent         |
| Mississippi Delta Community College | Functional               | Cassandra Atley    | <a href="mailto:catley@msdelta.edu">catley@msdelta.edu</a>                   | 662-820-9556 | Present        |
| Meridian Community College          | Technical                | Phillip Brooks     | <a href="mailto:pbrooks@mcc.cc.ms.us">pbrooks@mcc.cc.ms.us</a>               | 601-484-8691 | Absent         |
| Meridian Community College          | Functional               | Ashley Jones       | <a href="mailto:ajones41@meridiancc.edu">ajones41@meridiancc.edu</a>         | 601-484-8636 | Absent         |
| MS Gulf Coast Comm. College         | Technical                | David Besancon     | <a href="mailto:david@mgccc.edu">david@mgccc.edu</a>                         | 228.897.3828 | Absent         |
| MS Gulf Coast Comm. College         | Functional               | Louise Brown       | <a href="mailto:louise.brown@mgccc.edu">louise.brown@mgccc.edu</a>           | 601-928-6278 | Present        |
| Mississippi State University        | Technical                | (officer)          |  |              |                |
| Mississippi State University        | Functional               | Teresa Shannon     | <a href="mailto:teresa@saffairs.msstate.edu">teresa@saffairs.msstate.edu</a> | 662-325-2223 | Absent         |
| Mississippi University for Women    | Technical                | (officer)          |  |              |                |
| Mississippi University for Women    | Functional               | Tammy Prather      | <a href="mailto:tprather@registrar.muw.edu">tprather@registrar.muw.edu</a>   | 662-329-7134 | Present        |
| MS Valley State University          | Technical                | Monteusz Monroe    | <a href="mailto:Monteusz.monroe@mvsu.edu">Monteusz.monroe@mvsu.edu</a>       | 662-254-3649 | Present        |
| MS Valley State University          | Functional               | Joyce Dixon        | <a href="mailto:jadixon@mvsu.edu">jadixon@mvsu.edu</a>                       | 662-254-3308 | Present        |
| Northeast MS Community College      | Technical                | Angie Mason        | <a href="mailto:abmason@nemcc.edu">abmason@nemcc.edu</a>                     | 662-720-7458 | Absent         |
| Northeast MS Community College      | Functional               | Shannon Tucker     | <a href="mailto:stucker@nemcc.edu">stucker@nemcc.edu</a>                     | 662-720-7290 | Present        |
| Pearl River Community College       | Technical                | Steve Howard       | <a href="mailto:showard@prcc.edu">showard@prcc.edu</a>                       | 601-403-1219 | Absent         |
| Pearl River Community College       | Functional               | (officer)          |  |              |                |

Rosiland Garner called the meeting to order.

There were 14 members in attendance, including guest, Chuck Hunt, from Auburn University, President of Alabama Bug.

The previous minutes were reviewed with Louise Brown moving to accept and Joyce Dixon seconding.

Rosiland Garner announced that Teresa Shannon from Mississippi State University has retired and will no longer be on the MBUG Board. Rosiland will work to find a replacement from Mississippi State for Teresa.

### Financial Statement

Cay Lollar gave the financial statement. The ending balance as of June 25 was \$30,403.09. Cay noted that she has already received 20 registrations for the conference. Tammie Dill said there are a few schools that have not paid

their dues. She will contact them.

#### **Vendors**

Matt Surrell emailed Rosiland that he has vendor fees paid in the amount of \$3500.00 with \$5000.00 committed. Higher One and Touchnet are deciding what level of vendor they will be for this year's conference. Matt is also trying to get ECSI to participate in the conference. It was noted that Ellucian will pay a vendor fee based on the previous year's attendees.

#### **Conference Program**

With the retirement of Teresa Shannon, replacements need to be found for the sessions she was to present at MBUG. Cay Lollar recommended Mandy Walker, from ICC, to present with Dow Ford on the Veterans session. A replacement session leader will need to be found for the BOF for Financial Aid.

It was noted that we need to work direct with Edith regarding any program changes.

#### **Other Conference Business**

Tammie Dill is working on the blankets as our gift to the attendees. She noted that we have to order lanyards and name tags this year. Also, Tammie is working on gift baskets that will be given to the presenters.

Cay is checking in to getting board members new polos. One possible color mentioned was a cream polo with navy trim and embroidery.

#### **Guest**

Chuck Hunt, Alabama Bug president, was present to discuss the possibility of ALBUG co-hosting MBUG with us. Chuck would like to see if we could work something out for 2014. Their conference is currently running about 125 people. He realizes that we are booked with Natchez for 2014. Pros and cons were discussed with Chuck, but the board chose to table the discussion until more board members are present.

#### **Other Business**

Phillip Brooks had spoken with a Datatel user and they did not seem interested in attending MBUG if there would be no sessions for Datatel. It was noted that they have a regional conference they attend and would be unlikely they would come to MBUG.

#### **Conference Committees**

Registration – Tammie Dill, Cay Lollar, Eric Atchison, Cassandra Atley, Jim Pilgrim, and Joyce Dixon

Door Prizes – Lisa McDaniel and Tammy Prather

Vendor – Matt Surrell and Keilani Vanish

Technical – Allen Coleman, Jim Pilgrim, Kevin Baker, Lisa Jones, and Monteusz Monroe

Logistics – Cindy Hampton and Donna Hayden

Greeters – Stephen Frederic, Louise Brown, Dow Jones, Donna Hayden, Ashley Jones, and any available member.

The next meeting will be Monday, July 29 at 10:30 a.m. at Holmes Community College in Ridgeland. Louise Brown moved to adjourn the meeting with Artis Smith seconding.

*In Lisa McDaniel's absence, Minutes recorded by Cindy Hampton, MBUG Board Member*