



Meeting Agenda/Minutes MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting	Approved:	July 24, 2018
Meeting Date:	June 14, 2018	President:	Lisa McDaniel
Start Time:	10:30 p.m.	President-Elect:	Louise Brown
End Time:	12:30 p.m.	Treasurer:	Joyce Dixon
Location:	Holmes Community College	Secretary:	Cindy Hampton
	Ridgeland, MS	Past-President	Artis Smith

Representatives	Technical/ Functional	Name	Email	Phone	Present/Absent
Officer	President	Lisa McDaniel	lmcdaniel@its.muw.edu	662-329-7377	Present
Officer	Pres-Elect	Louise Brown	louise.brown@mgccc.edu	601-928-6278	Absent
Officer	Treasurer	Joyce Dixon	jadixon@mvsu.edu	662-254-3308	Present
Officer	Secretary	Cindy Hampton	hampton@mc.edu	601-925-3485	Present
Officer	Past-President	Artis Smith	artis.smith@jsums.edu	601-979-7080	Present
Alcorn State University	Technical	Desmond Stewart	desmond@alcorn.edu	601-877-6633	Absent
Alcorn State University	Functional	Tracee Smith	tracee@alcorn.edu	601-877-6170	Present
Delta State University	Technical	Chris Giger	cgiger@deltastate.edu	662-846-4104	Present
Delta State University	Functional	Chrisa Mansell	cmansell@deltastate.edu	662-846-4050	Absent
Holmes Community College	Technical	Steven Tiller	stiller@holmescc.edu	662-472-9091	Absent
Holmes Community College	Functional	Lilly Austin	laustin@holmescc.edu	662-472-9146	Present
IHL	Technical				
IHL	Functional	Eric Atchison	eatchison@mississippi.edu	601-432-6288	Present
Itawamba Community College	Technical	Allen Coleman	alcolem@iccms.edu	662-862-8105	Absent
Itawamba Community College	Functional	Sandi South	sssouth@iccms.edu	662-862-8956	Absent
Jackson State University	Technical	(Officer)			
Jackson State University	Functional	Keilani R. Vanish	keilani.r.vanish@jsums.edu	601-979-0330	Present
Mississippi College	Functional	(Officer)			
Mississippi College	Technical	Jim Pilgrim	jpilgrim@mc.edu	601-925-3814	Absent
Mississippi Delta Community College	Technical	Lisa Williams	lwilliams@msdelta.edu	662-246-6374	Absent
Mississippi Delta Community College	Functional	Cassandra Atley	catley@msdelta.edu	662-332-8250	Present
Meridian Community College	Technical	Phillip Brooks	pbrooks@mcc.cc.ms.us	601-484-8691	Absent
Meridian Community College	Functional				
MS Gulf Coast Comm. College	Technical	Dan Webb	dan.webb@mgccc.edu	228.897.3828	Absent
MS Gulf Coast Comm. College	Functional	(Officer)			
Mississippi State University	Technical	Rosiland Ashford	rashford@its.msstate.edu	662-325-9177	Present
Mississippi State University	Functional	Arjeanetta Cary	acary@meridian.msstate.edu	601-484-0102	Absent
Mississippi University for Women	Technical	(officer)			
Mississippi University for Women	Functional	Tammy Prather	tsprather@muw.edu	662-329-7135	Present
MS Valley State University	Technical	Carmela Staten	carmela@mvsu.edu	662-254-3649	Present
MS Valley State University	Functional	(Officer)			
Northeast MS Community College	Technical	Mark Nichols	mdnichols@nemcc.edu	662-720-7458	Absent
Northeast MS Community College	Functional	Shannon Tucker	sftucker@nemcc.edu	662-720-4084	Absent
Pearl River Community College	Technical	Hannah Miller	hkmiller@prcc.edu	601-403-1214	Absent
Pearl River Community College	Functional	Tonia Moody Seal	tmood@prcc.edu	601-403-1214	Absent
Program Director		Edith Riley	egr1@msstate.edu		Present

Lisa McDaniel called the meeting to order. There were 13 board members in attendance as well as program director, Edith Riley.

New Board Member-Lisa McDaniel welcomed and introduced new board member, Shirley Kelly representing IHL.

Approval of the Minutes- The minutes from February 20, 2018 were reviewed by the board and approved with Joyce Dixon making the motion to accept, and Rosiland Ashford seconding the motion. All were in favor.

Financial Statement – Joyce Dixon reviewed the financial statement.

Membership Dues- All members have paid their membership dues except Alcorn State University, Delta State University, and Jackson State University.

Committees

- **Program** – Edith Riley

- **Natchez Welcome** – Edith has been in touch with the Mayor’s Office in Natchez and someone will be there to do the welcome.
 - **Keynote Address** - Edith reminded everyone that the keynote speaker is Lt. Colonel Timothy Henderson. He is retired from the Air Force and was Commander of the Air Force ROTC on the campus of Jackson State.
 - **Presenters**- Edith gave an update on the program for the 2018 conference. Edith was encouraging everyone to assist her in getting sessions for the conference as we need more presenters. Edith discussed that LABUG will be possibly attending our conference this year and may have some presentations to offer. Board members Chris Giger, Carmela Staten, and Tammy Prather offered to do a presentation.
 - **Projectors**-Edith asked for assistance in securing enough projectors for the conference. Several board members offered to bring projectors to cover what is needed with extras to spare.
- **Vendors** –Keilani has emailed vendor information out and said that she usually does not hear from most of them until around June, but has not had as much response yet, so hoping she will hear more in July. She has emailed approximately 150 vendors.
 - **Registration** – Joyce Dixon said that she has not received that many registrations, but feels like she will get more after July 1. Edith asked Joyce if she could email a response to those who register letting them know she has received their information. Joyce said she would send an email.
 - **Bags/Give Aways** – Artis Smith said that the black sling back and the gray notebook seemed to be the favorite of those who responded to her email. Artis also said that we will need to order the lanyards this year as well.
 - **Logistics** – Cindy Hampton will handle the logistics for the conference. She encouraged everyone to secure their room at the Grand as soon as possible.
 - Natchez Welcome – Edith Riley
 - Natchez Soup Kitchen – Edith Riley
 - Sunday Reception Entertainment – Desmond Stewart has a local artist from Natchez lined up to provide the entertainment.
 - Sunday Reception Food & Setup – Cindy Hampton
 - Monday Luncheon – Cindy Hampton
 - **Printed Program**- Carmela Staten offered to put the program together. Lisa McDaniel will check with Allen Coleman to see if ICC will still be able to print the program for us. We also need to see if Allen can print any signs needed for registration.
 - **T-Shirts** – Cindy Hampton will order the t-shirts and any board shirts that are needed. Lisa McDaniel has a few surplus board shirts.
 - **Door Prizes** – Joyce Dixon is in charge of getting our door prizes. Joyce will purchase those in Natchez.
 - **Presenter Gifts** – Darby’s Famous Fudge will be the presenter’s gift again this year. Cindy Hampton has spoken to the owner and will place the order in time for the conference. The board recommended we go with the chocolate nut and the vanilla caramel.
- Technical** –Allen Coleman will head up the technical team for the conference as well as continue to manage our MBUG website. Allen had no news for today’s meeting.
- **MBUG Banner**- Artis Smith said our new MBUG banner to display at the conference has come in and looks good.
 - **Other Business**-Lisa McDaniel asked if anyone knows anything about the NIST Act 800-171 or the European GDPR General Data Protection Regulation. Chris Giger knew of the GDPR but does not understand what it is exactly about other than it deals with students from Europe taking online classes at institutions in America. Rosiland Ashford is aware of the NIST Act 800-171 because it deals with financial aid. Rosiland is checking to see if the MSU person can do a presentation on the NIST Act 800-171 at the conference.
 - **Next Meeting**-The next board meeting will be either July 24 or July 26.

Lunch and Adjourn – Lilly Austin made the motion to adjourn the meeting. Rosiland Ashford seconded the motion.

Minutes recorded by Cindy Hampton, MBUG Secretary