



Meeting Agenda/Minutes
Group: MBUG Executive Committee

Purpose of Meeting:	Monthly Executive Committee Meeting		
Meeting Date:	January 29, 2003	President:	Mike Herndon
Start Time:	10:00 am	President-Elect:	Cay Lollar
End Time:	1:00 pm	Treasurer:	Bill Graves/Laura Lesbo
Location:	IHL - Jackson	Secretary:	Debbie Loden

Attendees/Title	email	phone
Mike Herndon, MGCCC	mike.herndon@mgccc.edu	
LeeAndrew Presley	presley@mvsu.edu	
Diane Garvin, NECC	dgarvin@necc.cc.ms.us	
Debbie Loden, ICC	dlloden@iccms.edu	662-620-5306
Tammie Dill, ICC	twdill@iccms.edu	662-862-8031
John Elliott, DSU	jeelliott@deltast.edu	
Sherry Crocker, NECC	sherryc@necc.cc.ms.us	
Felicia Harried, Alcorn	felicia@lorman.alcorn.edu	
Karen Key, Mississippi College	key@mc.edu	
Patsy Rees, IHL	patsy@ihl.state.ms.us	
Becky Finley, DSU	becky@deltast.edu	
Laura Lesbo, IHL	llesbo@ihl.state.ms.us	
Donna Hayden, Alcorn	dhayden@lorman.alcorn.edu	
Ricky Creel, Meridian	rcreel@mcc.cc.ms.us	

Items To Be Discussed

MINUTES

10:00am – Mike called the meeting to order.

Ricky Creel reported that he was attending in Diane Walton’s place today. She has broken both of her legs and is in the hospital in Jackson.

Debbie Loden introduced Tammie Dill as her replacement as the new Itawamba Community College representative since Debbie was elected MBUG Secretary.

The 2003 MBUG Conference will be held at the Grand Casino in Biloxi, February 23-25, 2003.

Reports from 2003 Conference Committees

- Laura got a call from the Grand requesting \$6000 advance pay 10 days prior to the conference. She will get in contact with them and send a check if necessary.
- Diane reported that Athens State (Huntsville, AL area) will be sending 10 to our conference.
- Mike reported that at present we have the following room confirmations:
 Saturday, Feb. 22 – 7
 Sunday, Feb. 23 – 78
 Monday, Feb. 24 – 80
 Tuesday, Feb. 25 – 4

We have booked 100 rooms per night for Sunday and Monday nights and we must meet 80% of that. It looks like we are okay on rooms unless a lot cancel.

- The vendor registration looks good. We have 4 definite + Quest and a possibility of 2 others.
- Laura will send an invoice to Howard Computers for \$2000.00 for the reception and to SCT for \$1000.00 for the ice cream social. They will pay MBUG so that their expense will go toward our \$9000.00 budget requirement at the Grand.
- The open bar at the social will be limited to wine, beer, and soda. A cash bar will possibly be set up.
- The details of the ice cream social will be decided 2-3 days prior to the conference after we get a more definite count of attendees. (Possibilities include cart style setup with ice cream bars, etc. or sundaes.)
- Sherry and Diane presented a tentative agenda.
 - Human Resources – Mac Crawford, SCT, will be presenting 2 sessions and a birds-of-a-feather session.
 - AR – still need help in this area. Kimberly Stanford, Pearl River, was called and she agreed to be a Track Leader. We need a presenter for Third Party Contracts since there has been a lot of request for this topic. It may have to be discussed in an AR session.
 - FA – An SCT Financial Aid will be at the conference.
 - Student –Kim-Saving Sherman, SCT Student Consultant will be coming.
 - Alumni – Felicia will do a session on Alumni.
 - IR – Session will be provided if necessary (Mitzi Johnson/Susan Silver)

They asked that track leaders have canned questions ready and also use suggestions from last year to keep the session/discussion flowing. If you have specific topics that you want discussed, email Sherry or Diane with a list and they will get the topic to the appropriate Track Leader.

- 4 SCT consultants will be here.
- Mike reported that the only casino show is “Chorus Line”, Sunday, 3:00 pm. Tickets are \$19.95 and \$24.95.
- Packets
 - Mike will coordinate putting a booklet together. He will get them printed and bound. The booklets will include:
 - Schedule of Events
 - Room Map
 - Vendor List
 - Executive Committee List
 - Attendee List
 - Email Mike if you have any information to put in packet.
- It was decided to order a better tote bag and not order pens. Debbie will order 200 bags, laminating pouches (for luggage tags), and name tags. She will print 2 sets of nametags (one for badges and one for drawing for door prizes). We need to print vendor nametags. She will also print MBUG business cards for the luggage tags.
- It was reported that there has been lots of problems with making room reservations at the Grand Casino.
- It was agreed that Tuesday, February 25th will be “Wear Your School Colors” day.
- Diane will get Proximas as needed. We will rent any screens or cart that we need.
- Laura will take some petty cash.
- Janie Walter’s fee is \$500 for both sessions and we will provide her a room at the Grand.
- Mike will get with the hotel about the menu after a final count comes in. It will be a traditional buffet style dinner.

It was agreed that there is no need to meet again before the conference.

The next meeting will be at the 2003 MBUG Conference. We need to meet at 5:00 pm, Saturday, February 22nd in Mike’s room to put bags together, setup, etc.

Meeting adjourned at 1:00 pm.