



## Meeting Agenda/Minutes

Group:           **MBUG Executive Committee**          

<b>Purpose of Meeting:</b>	Monthly Executive Committee Meeting		
<b>Meeting Date:</b>	November 3, 2005	<b>President:</b>	Cay Lollar
<b>Start Time:</b>	10:30 a.m.	<b>President-Elect:</b>	Dianne Walton
<b>End Time:</b>	1:00 p.m.	<b>Treasurer:</b>	Becky Finley
<b>Location:</b>	IHL, Jackson, MS	<b>Secretary:</b>	Debbie Loden

Attendees/Title	School	Present/Absent
Kevin Baker	Holmes CC	Absent
Jane Boone	MGCCC	Absent
Darrell Boyd	MVSU	Present
Milo Crabtree	MS State	Absent
Ricky Creel	Meridian CC	Present
Sherry Crocker	Northeast CC	Present
Tammie Dill	Itawamba	Present
John Elliott	DSU	Present
Becky Finley	DSU	Present
Bettye R. Graves	JSU	Present
Chris Halliwell	IHL	Present
Donna Hayden	Alcorn	Absent
Mike Herndon	MGCCC	Present
Steve Howard	Pearl River CC	Absent
Marilyn Sauls	MS College	Absent
Debbie Loden	Itawamba	Present
Cay Lollar	MUW	Present
Lisa McDaniel	MUW	Present
Carmela Staten	MS Valley	Present
Dianne Walton	Meridian	Present

### MINUTES

Dianne Walton called the meeting to order.

Minutes were reviewed. Motion made to accept: Bettye Graves; second: Cay Lollar. Minutes were approved.

#### **Financial Statement**

Balance as of 11-3-05: \$12,535.94

Annual dues are due January 1, 2006. They are \$100.00 per institution per year (except for MGCCC & PRCC – see note under Cost Savings). Becky will send out a notice in January to remind everyone.

#### **EDI Training**

The tele-training for EDI was held on October 26 and 27 for two hours each day. More consulting is available on a per school basis, if needed. EDI will bill Ricky at Meridian CC and he will get the bill to Becky for payment. It was unanimously agreed that the training was very worthwhile.

All MBUG member institutions signed on with EDI except: MS State, Pearl River CC and MS College. Ricky has been asked by SBCJC to send him a timeline as to when each school will go live. Each representative needs to send this info to Ricky as soon as possible.

### **Conference Call with Alabama**

Cay Lollar, Mike Herndon, Ricky Creel and Dianne Walton had a conference call with Jason Ferguson, Alabama SCT rep, and representatives from several Alabama institutions about the possibility of forming a regional users group. All of the representatives from Alabama were from senior colleges: University of Alabama, Montevallo, Auburn, Samford, University of North Alabama, Jacksonville State, Auburn-Montgomery, and the School for Deaf and Blind. It was the consensus of the MS group that Alabama was not interested in joining with us at this time. They felt that SETA would better accommodate them and they seem to have ample funds to provide training for their schools.

Alabama, however, is meeting soon at Samford in Birmingham to look at forming an Alabama group.

### **SETA Report**

Tammie Dill and Debbie Loden gave a brief synopsis of their trip to the SETA Conference in Little Rock. They reported that most of the schools were going from Plus to Banner and most of the sessions reflected this.

### **2006 Conference – March 5, 6, 7, 2006 – Pearl River Resort**

Dianne and Milo met with Yvette Love, our contact representative at the Pearl River Resort, to begin preparations for the conference.

Tentative schedule:

Sunday

4-6 p.m. - Registration  
night - Reception

Monday

Breakfast – The committee recommends having breakfast on a pay per person basis rather than continental  
Lunch – Speaker  
Ice Cream Break  
Social – 8:00 p.m.

Tuesday

Sit down breakfast

There is a pre-function area that should hold 10+ vendors.

Setup: Registration – need 3 tables in reception area

Mike Herndon will check with Howard Computers for donations for the social.

### **Registration/Rooms:**

- The registration fee will stay at \$75.00 (except for PRCC & MGCCC – see note below)
- Becky will send out the registration forms mid-December and a reminder notice mid-January.  
**February 19 will be the deadline for registration.** A late fee will be assessed after this date.
- Call by 2/19 for rooms at the \$59.00 rate. 1-866-44-PEARL (1-866-447-3275) and give our code: MBUG06.
- Dianne is not sure if there are extra rooms available for the committee for Saturday night. She recommends staying at the Golden Moon.
- She or Milo will check on the tax issue for rooms.
- We get one comp room per 50 paid rooms. They will be used to accommodate speaker/guest.

### **Luncheon Entertainment**

Thom Shepherd, songwriter/singer, was recommended to be the entertainment for our luncheon on Monday. Ricky made the motion to get Thom; Debbie seconded it and it was unanimously approved.

**Consultants Recommended**

Student – Kim Savings-Sherman (can also do A/R)

Finance – Jim Kleiber, Charlie Page

Financial Aid – Jim Bradsher, Ted Laws

HR – JSU has an HR SCT Consultant “in residence”; Bettye will see if he will be able to do a session.

AR –

Alumni –

**Possible Topics**

EDI

Return of Title IV

Using Access for Reporting (Bettye)

Setting up Alumni

Evisions (forms)

CAPP

Letter Generation (Becky)

Generated ID's

Imaging

Web CT & Blackboard have now merged.

**Domain Name**

Debbie is checking on what we need to do to get our own domain name. She will report at the next meeting.

**Tax Exempt Status**

Becky asked for permission to get a quote on hiring an accountant to help us get tax exempt status. Sherry made the motion to allow her to do this and Ricky seconded the motion.

**Cost Savings to MGCCC & PRCC**

Mike predicts that attendance at MBUG will be low due to MGCCC & PRCC being hit so hard by Katrina. John Elliott made a motion to offer a cost savings to MGCCC & PRCC. The motion was seconded by Lisa McDaniel and unanimously carried. Their registration fee will be reduced to \$50.00 and their 2006 annual membership fee will be waived.

The next meeting will be Tuesday, December 6, 2005 at IHL.

*Minutes recorded by Debbie Loden, Secretary*