



## Meeting Agenda/Minutes

**Group:** MBUG Executive Committee

<b>Purpose of Meeting:</b>	Monthly Executive Committee Meeting		
<b>Meeting Date:</b>	September 30, 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	Absent
Milo Crabtree	MS State	Present
Ricky Creel	Meridian CC	Present
Sherry Crocker	Northeast CC	Absent
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	Present
Debbie Loden	Itawamba	Present
Cay Lollar	MUW	Present
Lisa McDaniel	MUW	Absent
Carmela Staten	MS Valley	Absent
Dianne Walton	Meridian	Present

### MINUTES

Dianne Walton called the meeting to order.

Minutes were unanimously approved. Motion made to accept: Cay Lollar; second: Milo Crabtree

#### Conference 2006

- Local arrangements chair: Milo Crabtree/Dianne Walton
- Door prizes : Carmella Staten
- Vendors: Mike Hernson
- Registration: Debbie Loden, Becky Finley, Tammie Dill, Donna Hayden, Chris Halliwell, Marilyn Sauls
- Hospitality: Milo Crabtree
- Technical: Kevin Baker
- Program: Diane Garvin, Ricky Creel, Dianne Walton

Milo and Dianne are going to visit the conference site before the next meeting to look over meeting spaces, food, etc.

Hopefully, by the next meeting they will have a menu and a list of topics.

We agreed to send out registration forms mid December and a reminder notice mid January.

The 2007 conference was supposed to be in Biloxi. However, due to Hurricane Katrina damage we are not sure that this will be possible. We put this item on hold until we see what happens on the coast.

### **Alabama SCT Representative**

Dianne welcomed Jason Ferguson, Sungard/SCT Alabama Representative. He visited with us today to see how we operate as a user group. Alabama clients are interested in forming their own group.

### **Regional Issues**

Dianne has been in contact with James Squires about regional issues. She had a conference call with James Squires, Judy Muse, Jason Ferguson, and Ricky Creel about Alabama forming their own user group and then joining up with Mississippi for a regional conference.

Mike Herndon shared his belief that each state should keep its own user group and do a regional conference.

Ricky Creel stressed that to make a regional conference work, it will take full commitment from Sungard/SCT. If two conferences are scheduled at the same time, it is hard to get consultants and vendors.j

Ricky then gave a brief overview of why MBUG was started and its history. At Summit 2000 in San Francisco, our SCT Representative, Ray Quattlebaum, suggested that we form a Mississippi users group to enable us to have a "voice" with SCT. From there we elected officers, formed a constitution and opened a bank account. It was also formed to give end users that don't get to go to Summit, a chance to attend training.

Milo suggested that we invite Alabama and Louisiana to send one representative to the 2006 conference to meet with our board to discuss issues. He suggested that we have a luncheon meeting to do this.

Ricky has talked with James Squires about our group joining SETA. He seemed to think that SETA is not forming any more regional groups at this time. James recommends that we form our own regional group with AL and LA and possibly TN. Other drawbacks to our joining SETA is that their costs are more and we would lose all control of conference functions

Jason will contact the Tennessee and Louisiana Sungard/SCT Account Managers to get their feel on those states joining us in going regional.

### **EDI (Electronic Data Interface) Training**

EDI is a software that allows institutions to transfer transcripts from one institution to another electronically.

Ricky Creel has been in contact with Judy Muse and James Squires from Sungard/SCT about the possibility of MBUG offering EDI training for users across the state. A school must have a license before they can participate in the training sessions. The cost per school (per pc) is \$5,300 and \$1,060 per year for the maintenance agreement.

The MS schools that already have EDI license agreements are:

Holmes CC  
Itawamba CC  
Jackson State University  
Meridian CC  
MS Gulf Coast CC  
MUW  
MVSU.

The training would be done in a virtual classroom setting (on your own campus by conference call).

The trainer, Joseph Indovina, will be available in late October.

The training would be done in a 3 day setting according to the following schedule:

Day one (approximately 8 hours): How to set up EDI on your PC, login to the server in Texas, and how to connect to Banner

Day two (approximately 8 hours): Student (user) side – How to set up validation tables, forms, etc.

Day three – if needed

The total cost for all days would be approximately \$3,600 (possibly less).

IHL and SBCJC are both pushing to get EDI.

Cay recommended paying the total cost for training out of the MBUG budget. Debbie seconded the motion and it was unanimously approved.

October 26, 2005 was set as the date for the training. Anyone who wants to participate needs to contact Ricky with the number of participants from your school.

#### **MBUG Domain Name**

John asked where we were on getting our own domain name for MBUG. Debbie will get with Diane Garvin to investigate this.

#### **Financial Report**

Becky reported that we have \$12,535.94 in the account. She also reported that before the 2005 Conference (February 1) we had \$5,578.55.

The next meeting will be Thursday, November 3, 2005 at IHL.

*Minutes recorded by Debbie Loden, Secretary*