



## Meeting Agenda/Minutes MBUG Executive Committee

<b>Purpose of Meeting:</b>	<b>Executive Committee Meeting</b>	<b>Approved:</b>	
<b>Meeting Date:</b>	<b>February 22, 2012</b>	<b>President:</b>	<b>Dow Ford</b>
<b>Start Time:</b>	<b>10:30 a.m.</b>	<b>President-Elect:</b>	<b>Rosiland Ashford</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>Joyce Dixon</b>

Representatives	Technical/ Functional			Phone	Present/Absent
Officer	President	Dow Ford	<a href="mailto:dford@prcc.edu">dford@prcc.edu</a>	601-403-1030	Present
Officer	Pres-Elect	Rosiland Ashford	<a href="mailto:rashford@its.msstate.edu">rashford@its.msstate.edu</a>	662-325-9177	Present
Officer	Treasurer	Cay Lollar	<a href="mailto:clollar@iccms.edu">clollar@iccms.edu</a>	662-329-7134	Absent
Officer	Secretary	Lisa McDaniel	<a href="mailto:lmcdaniel@its.muw.edu">lmcdaniel@its.muw.edu</a>	662-329-7377	Present
Officer	Past-President	Joyce Dixon	<a href="mailto:jadixon@mvsu.edu">jadixon@mvsu.edu</a>	662-254-3308	Present
Alcorn State University	Technical	Donna Hayden	<a href="mailto:dhayden@alcorn.edu">dhayden@alcorn.edu</a>	601-877-6674	Present
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	John Elliott	<a href="mailto:jelliott@deltastate.edu">jelliott@deltastate.edu</a>	662-846-4041	Present
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	Present
IHL	Technical				
IHL	Functional				
Itawamba Community College	Technical	Allen Coleman	<a href="mailto:alcoleman@iccms.edu">alcoleman@iccms.edu</a>	662-862-8105	Absent
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	Bettye Graves	<a href="mailto:bettye.r.graves@jsums.edu">bettye.r.graves@jsums.edu</a>	601-979-2803	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	Present
Mississippi Delta Community College		Jimmy Free	<a href="mailto:jfree@msdelta.edu">jfree@msdelta.edu</a>	662-719-8834	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	Present
Meridian Community College	Functional	Ashley Jones	<a href="mailto:ajones41@meridiancc.edu">ajones41@meridiancc.edu</a>	601-484-8636	Present
MS Gulf Coast Comm. College	Technical	David Besancon	<a href="mailto:david@mgccc.edu">david@mgccc.edu</a>	228.897.3902	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	Present
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	Krishna Siddamsetti	<a href="mailto:skrao@mvsu.edu">skrao@mvsu.edu</a>		Absent
MS Valley State University	Functional	(officer)			
Northeast MS Community College	Technical				
Northeast MS Community College	Functional				
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)			

Dow Ford called the meeting to order.

There were 17 members in attendance. Also attending the meeting was Edith Riley who is over the program committee.

Louise Brown moved that the minutes from the previous meeting be approved with Teresa Shannon seconding the motion. All were in favor.

### Proposals for Conference

Natchez – September 16-18 is available. The room rate is \$89 plus \$7.95 fee. There is a100 room requirement for Sunday and Monday with \$10 per room booked going toward the conference space. There are several catering options.

Tupelo – September 9-11, 16-18, and 23-25 are all available. The room rate is \$109. We would not have to block rooms. ICC will provide buses for transportation to the Sunday night social. There are 8 breakout rooms. Bags will be provided again, and they will give us the \$1500 stipend.

Jackson Hilton – September 23-25 is available. The room rate is \$109. The meeting space is \$4850 if 75 rooms are booked and \$3350 if 100 rooms are booked. There are 3 restaurants at the hotel. Betty Graves will get more information on the Jackson Hilton such as screens and video and charge for use of space on Sunday night.

Jackson Marriot Downtown – September 23-25 is available. The room rate is \$124 plus a parking charge. There are 9 breakout rooms. The conference space is \$4200.

It was suggested that we do not have the Sunday night social, but a definite decision was not made.

Dow will send out an email soon for everyone to vote on conference location. Each school will have one vote.

#### **Vendors**

Matt Surrell thinks that we can get the same number of vendors as last year.

#### **Program Suggestions**

Gainful Employment

Report Cards/Graduation Rate

IPEDS reporting

Workflow

Housing

Parking Systems

Retention

Tools to use with Banner

Online Graduation Application

Monarch

Advancement

Boot Camp (Cay Lollar)

CAPP

Which on-site Consultants do we want? – Financial Aid and technical Most attended sessions last year were Boot Camp, Student BOF, and Student Updates. Edith will send out an email requesting session suggestions.

Betty Graves made a motion to raise the conference fee to \$125 with Donna Hayden seconding the motion. All were in favor.

Opening Session Suggestions - Customer service oriented Dr. Derek Greenfield from Alcorn was suggested. Donna Hayden will find out his fee.

#### **Refund Policy**

The following refund policy was approved:

Mississippi Banner User's Group Conference Refund Policy:

There are NO refunds on cancellations of conference registrations. Substitutions may be made at any time for Paid in Full registrants from the same institution.

Phillip Brooks made a motion that we accept this policy, and Rosiland Ashford second the motion. All were in favor.

#### **Bad Check Policy**

The following bad check policy was approved:

Mississippi Banner User's Group Bad Check Policy:

Receipts will not be issued for registrations paid by personal check until the check has cleared the bank. Registrants that issue a bad check in payment for their registration will be required to pay the return check fee and registration fee by money order or by an institutional check. Note: The MBUG Treasurer will notify the registrant's institution that a bad check was submitted in payment for the registration fee. In addition, MBUG will not accept personal checks in the future from anyone that has previously paid with a bad check.

Louise Brown made a motion that we accept this policy, and Betty Graves second the motion. All were in favor.

#### **Board Members**

Sherry Floyd has retired from Northeast CC. Tammie Dill will contact Shannon Tucker to see if she wants to represent Northeast. John Elliot will contact Jim Hood at IHL for board member suggestions. Phillip Brooks will be representing Meridian CC as technical representative again.

Cay Lollar will be sending out the school member fees soon.

The next meeting will be April 11. Phillip Brooks made a motion to adjourn, and Louise Brown second the motion. All were in favor.

*Minutes recorded by Lisa McDaniel, MBUG Secretary*