



## Meeting Agenda/Minutes MBUG Executive Committee

|                            |                                    |                         |                        |
|----------------------------|------------------------------------|-------------------------|------------------------|
| <b>Purpose of Meeting:</b> | <b>Executive Committee Meeting</b> | <b>Approved:</b>        | <b>August 5, 2014</b>  |
| <b>Meeting Date:</b>       | <b>February 25, 2014</b>           | <b>President:</b>       | <b>Allen Coleman</b>   |
| <b>Start Time:</b>         | <b>10:30 a.m.</b>                  | <b>President-Elect:</b> | <b>Eric Atchison</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>Rosiland Garner</b> |

| Representatives                     | Technical/<br>Functional |                    |                                                                                | Phone        | Present/Absent |
|-------------------------------------|--------------------------|--------------------|--------------------------------------------------------------------------------|--------------|----------------|
| Officer                             | President                | Allen Coleman      | <a href="mailto:alcolem@iccms.edu">alcolem@iccms.edu</a>                       | 662-862-8105 | Present        |
| Officer                             | Pres-Elect               | Eric Atchison      | <a href="mailto:eatchison@mississippi.edu">eatchison@mississippi.edu</a>       | 601-432-6288 | Present        |
| Officer                             | Treasurer                | Cay Lollar         | <a href="mailto:clollar@iccms.edu">clollar@iccms.edu</a>                       | 662-329-7134 | Present        |
| Officer                             | Secretary                | Lisa McDaniel      | <a href="mailto:lmcdaniel@its.muw.edu">lmcdaniel@its.muw.edu</a>               | 662-329-7377 | Present        |
| Officer                             | Past-President           | Rosiland A. Garner | <a href="mailto:rgarner@its.msstate.edu">rgarner@its.msstate.edu</a>           | 662-325-9177 | Present        |
| Alcorn State University             | Technical                | Donna Hayden       | <a href="mailto:dhayden@alcorn.edu">dhayden@alcorn.edu</a>                     | 601-877-6674 | Absent         |
| 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 | Present        |
| Delta State University              | Functional               |                    |                                                                                |              |                |
| Holmes Community College            | Technical                | Kevin Baker        | <a href="mailto:kbaker@holmescc.edu">kbaker@holmescc.edu</a>                   | 662-472-9087 | Absent         |
| Holmes Community College            | Functional               | Gail Muse          | <a href="mailto:gmuse@holmescc.edu">gmuse@holmescc.edu</a>                     | 662-472-9087 | Present        |
| IHL                                 | Technical                | Stephen Frederic   | <a href="mailto:sfrederic@mississippi.edu">sfrederic@mississippi.edu</a>       |              | Present        |
| IHL                                 | Functional               | (officer)          |                                                                                |              |                |
| Itawamba Community College          | Technical                | Steven West        | <a href="mailto:sawest@iccms.edu">sawest@iccms.edu</a>                         | 662-862-8107 | Present        |
| Itawamba Community College          | Functional               | Tammie Dill        | <a href="mailto:twdill@iccms.edu">twdill@iccms.edu</a>                         | 662-862-8031 | Absent         |
| 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               | Keilani R. Vanish  | <a href="mailto:keilani.r.vanish@jsums.edu">keilani.r.vanish@jsums.edu</a>     | 601-979-0330 | 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 | Technical                | Lisa Jones         | <a href="mailto:ljones@msdelta.edu">ljones@msdelta.edu</a>                     | 662-246-6374 | Absent         |
| Mississippi Delta Community College | Functional               | Cassandra Atley    | <a href="mailto:catley@msdelta.edu">catley@msdelta.edu</a>                     | 662-332-8250 | Present        |
| Meridian Community College          | Technical                | Phillip Brooks     | <a href="mailto:pbrooks@mcc.cc.ms.us">pbrooks@mcc.cc.ms.us</a>                 | 601-484-8691 | Absent         |
| Meridian Community College          | Functional               | Ashley Hunter      | <a href="mailto:ahunter4@meridiancc.edu">ahunter4@meridiancc.edu</a>           | 601-484-8636 | Present        |
| MS Gulf Coast Comm. College         | Technical                | Dan Webb           | <a href="mailto:dan.webb@mgccc.edu">dan.webb@mgccc.edu</a>                     | 228.897.3828 | Present        |
| 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               | Melissa McRae      | <a href="mailto:melissa@saffairs.msstate.edu">melissa@saffairs.msstate.edu</a> | 662-325-8897 | Absent         |
| Mississippi University for Women    | Technical                | (officer)          |                                                                                |              |                |
| Mississippi University for Women    | Functional               | Tammy Prather      | <a href="mailto:tsprather@muw.edu">tsprather@muw.edu</a>                       | 662-329-7135 | Present        |
| MS Valley State University          | Technical                |                    |                                                                                |              |                |
| MS Valley State University          | Functional               | Joyce Dixon        | <a href="mailto:jadixon@mvsu.edu">jadixon@mvsu.edu</a>                         | 662-254-3308 | Absent         |
| Northeast MS Community College      | Technical                | Angie Mason        | <a href="mailto:abmason@nemcc.edu">abmason@nemcc.edu</a>                       | 662-720-7458 | Absent         |
| Northeast MS Community College      | Functional               | Shannon Tucker     | <a href="mailto:sftucker@nemcc.edu">sftucker@nemcc.edu</a>                     | 662-720-4084 | Absent         |
| 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               | Dow Ford           | <a href="mailto:dford@prcc.edu">dford@prcc.edu</a>                             | 601-403-1030 | Absent         |

Allen Coleman called the meeting to order.

There were 18 board members in attendance as well as program director Edith Riley. Matt Surrell, former Holmes board member, was also in attendance.

The minutes from July 29, 2013, September 14, 2013, and September 17, 2013 were reviewed with Cindy Hampton moving to accept and Louise Brown seconding.

**New Board Members**

- Holmes CC – Gail Muse replacing Matt Surrell
- MS Gulf Coast CC – Dan Webb replacing David Besancon
- Itawamba CC – Steven West

**Financial Statement**

The ending balance as of December 31 was \$37,488.58. The total charges for the conference were \$11,137.01. The annual dues invoices for \$100 will be sent out soon.

**Conference**

There was some confusion on times/set up for conference. For the 2014 conference, Cindy Hampton will include more board members on the communication with the Natchez Grand.

The reception menu was not as requested and also had small plates. Cindy will get new menus and ask about Dunleith.

**Survey**

Some suggested that the sessions be longer while others wanted shorter sessions. It was recommended to Edith that we have one hour sessions.

Other suggestions for the conference: raise registration fee, have a closing dinner, hospitality suites with snacks/drinks/wine, box lunch, and no registration fee for presenters.

**Vendors**

Ellucian gave us \$1500 based on registrations. Board members should encourage vendors to attend.

**2014 Conference**

Alcorn jazz band for reception Sunday night and Maggie Brown for Monday were suggestions.

The board decided not to waive registration fees for presenters who are not attending the conference.

All board members are encouraged to present sessions.

Eric Atchison moved that the meeting be adjourned with Chris Giger seconding the motion.

*Minutes recorded by Lisa McDaniel, MBUG Secretary*