



Meeting Agenda/Minutes MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting	Approved:	
Meeting Date:	November 1, 2016	President:	Artis Smith
Start Time:	10:30 a.m.	President-Elect:	Louise Brown
End Time:	1:00 p.m.	Treasurer:	Cay Lollar
Location:	Holmes CC	Secretary:	Lisa McDaniel
	Ridgeland, MS	Past-President	Cassandra Atley

Representatives	Technical/ Functional			Phone	Present/Absent
Officer	President	Artis Smith	artis.smith@jsums.edu	601-979-1080	Present
Officer	Pres-Elect	Louise Brown	louise.brown@mgccc.edu	601-928-6278	Present
Officer	Treasurer	Cay Lollar	clollar@iccms.edu	662-862-8032	Present
Officer	Secretary	Lisa McDaniel	lmcdaniel@its.muw.edu	662-329-7377	Present
Officer	Past-President	Cassandra Atley	catley@msdelta.edu	662-332-8250	Present
Alcorn State University	Technical	Donna Hayden	dhayden@alcorn.edu	601-877-6674	Present
Alcorn State University	Functional	Tracee Smith	tracee@alcorn.edu	601-877-6170	Absent
Delta State University	Technical	Chris Giger	cgiger@deltastate.edu	662-846-4104	Present
Delta State University	Functional	Chrisa Mansell	cmansell@deltastate.edu		Absent
Holmes Community College	Technical	Steven Tiller	stiller@holmescc.edu	662-472-9091	Present
Holmes Community College	Functional	Lily Austin	laustin@holmescc.edu	662-472-9146	Present
IHL	Technical				
IHL	Functional	Eric Atchison	eatchison@mississippi.edu	601-432-6288	Absent
Itawamba Community College	Technical	Allen Coleman	alcoleman@iccms.edu	662-862-8105	Present
Itawamba Community College	Functional	Tammie Dill	twdill@iccms.edu	662-862-8031	Present
Jackson State University	Technical	(officer)			
Jackson State University	Functional	Keilani R. Vanish	keilani.r.vanish@jsums.edu	601-979-0330	Present
Mississippi College	Functional	Cindy Hampton	hampton@mc.edu	601-925-3485	Present
Mississippi College	Technical	Jim Pilgrim	jpilgrim@mc.edu	601-925-3814	Present
Mississippi Delta Community College	Technical	Lisa Williams	lwilliams@msdelta.edu	662-246-6374	Present
Mississippi Delta Community College	Functional	(officer)			
Meridian Community College	Technical	Phillip Brooks	pbrooks@mcc.cc.ms.us	601-484-8691	Absent
Meridian Community College	Functional				
MS Gulf Coast Comm. College	Technical	Dan Webb	dan.webb@mgccc.edu	228.897.3828	Present
MS Gulf Coast Comm. College	Functional	(Officer)			
Mississippi State University	Technical	Rosiland Ashford	rashford@its.msstate.edu	662-325-9177	Present
Mississippi State University	Functional				
Mississippi University for Women	Technical	(officer)			
Mississippi University for Women	Functional	Tammy Prather	tsprather@muw.edu	662-329-7135	Present
MS Valley State University	Technical	Carmela Staten	carmela@mvsu.edu	662-254-3649	Present
MS Valley State University	Functional	Joyce Dixon	jadixon@mvsu.edu	662-254-3308	Present
Northeast MS Community College	Technical	Mark Nichols	mdnichols@nemcc.edu	662-720-7458	Absent
Northeast MS Community College	Functional	Shannon Tucker	sftucker@nemcc.edu	662-720-4084	Absent
Pearl River Community College	Technical	Melanie Schrey	mschrey@prcc.edu	601-403-1137	Absent
Pearl River Community College	Functional	Tonia Moody	tmood@prcc.edu		Absent
Program Director		Edith Riley	egr1@msstate.edu		Present

Artis Smith called the meeting to order. A plaque was presented to Cassandra Atley, past president, in thanks for all of her hard work.

There were 20 board members in attendance as well as Edith Riley.

The minutes from June 28th, September 10th, and September 12, 2016 were approved with Cay Lollar moving to accept, and Lisa Williams seconding the motion. All were in favor.

Financial Statement – The ending balance as of October 31, 2016 was \$44,942.39. A little money was lost on the conference this year due to fewer attendees.

Program – Three sessions are booked for next year. Send ideas for sessions to Edith. A suggestion was made to have topic specific birds of a feather.

Vendors – There were 7 vendors at the conference and paying \$5,500 in fees. Send Keilani vendor names that may be interested in attending the conference. Scantron and Time Clock Plus are two possible vendors.

Registration – The new registration form helped with issues that normally occur. A suggestion was made to include a new attendee check box on the form. There were 160 attendees.

Bags/Give Away – We will only need to order 100 bags for the next conference if we use the same ones as last year.

T-shirts – Everyone liked the t-shirts.

Door Prizes – Attendees liked the giving out of prizes throughout the conference. Carmela Staten won the Ellucian Live registration. It was suggested that the budget be increased from \$500 to \$600 for door prizes.

Presenter Gifts – Everyone liked the gifts, but Tom Ritter's was not embossed.

Entertainment – Large group of attendees at the reception, and everyone seemed to like the band. It was suggested that we have a karaoke option next year.

Reception – The food was good and plentiful except for the chicken.

Web – No report

Food Drive – The attendees responded well to the food drive, and the food bank was pleased with the response. The Natchez Soup Kitchen is a possibility for the next conference, and Donna Hayden will check on other options.

Survey – The overall rating on the survey was 4.32. Many attendees want the conference to be on the coast. Meridian, Hattiesburg, and The Mill are possible locations for future conferences. Some session suggestions were travel module, student accounts receivable and BOF topic specific. Online registration was also a suggestion, but the credit card cost would be too high.

2017 Conference – Natchez, September 10-12 Cindy will get caterer options and menus.

2018 Conference – Natchez, September 9-11

New Board Members – Melanie Schrey, Pearl River CC and Tracey Smith, Alcorn

Cindy Hampton made a motion to adjourn the meeting with Rosiland Ashford seconding the motion.

Minutes recorded by Lisa McDaniel, MBUG Secretary