



Meeting Agenda/Minutes MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting	Approved:	February 20, 2018
Meeting Date:	November 16, 2017	President:	Lisa McDaniel
Start Time:	10:30 p.m.	President-Elect:	Louise Brown
End Time:	12:30 p.m.	Treasurer:	Cay Lollar
Location:	Holmes Community College	Secretary:	Cindy Hampton
	Ridgeland, MS	Past-President	Artis Smith

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	Absent
Alcorn State University	Technical	Desmond Stewart	desmond@alcorn.edu	601-877-6633	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	Absent
Delta State University	Functional	Chrisa Mansell	cmansell@deltastate.edu	662-846-4050	Present
Holmes Community College	Technical	Steven Tiller	stiller@holmescc.edu	662-472-9091	Present
Holmes Community College	Functional	Lilly Austin	laustin@holmescc.edu	662-472-9146	Present
IHL	Technical				
IHL	Functional	Eric Atchison	eatchison@mississippi.edu	601-432-6288	Present
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	Artis Smith	Artis.smith@jsums.edu	601-979-9061	Present
Jackson State University	Functional	Keilani R. Vanish	keilani.r.vanish@jsums.edu	601-979-0330	Absent
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	Arjeanetta Cary	acary@meridian.msstate.edu	601-484-0102	Absent
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	Absent
MS Valley State University	Functional	Joyce Dixon	jadixon@mvsu.edu	662-254-3308	Absent
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	Present
Pearl River Community College	Technical	Hannah Miller	hkmiller@prcc.edu	601-403-1214	Absent
Pearl River Community College	Functional	Tonia Moody Seal	tmood@prcc.edu	601-403-1214	Present
Program Director		Edith Riley	egr1@msstate.edu		Present

Lisa McDaniel called the meeting to order. There were 19 board members in attendance as well as program director, Edith Riley.

The minutes from July 12, 2017, September 9, 2017, and September 12, 2017 were reviewed by the board and approved with Cay Lollar moving to accept, and Artis Smith seconding the motion. All were in favor.

Financial Statement – Cay Lollar reported the ending balance as of November 16, 2017 is \$44,992.19. Cay noted that when you add up all the registration fees that were collected and subtract all of our expenses that we made \$28 on the conference. There were no questions regarding the financial statement.

Program – Edith Riley thanked everyone who presented or got someone to do a presentation at this year’s conference. Edith had attendees request that the IHL and MCC sessions not be in conflict with other sessions being offered. Edith stated that she will put those as the last sessions of the day on Monday at next year’s conference and have no other sessions offered at that time. Jim Hood and Raúl Fletes have agreed to do the sessions again at the 2018 MBUG conference.

Cindy Hampton stated that she had spoken with the new Ellucian rep, Brandt Whisenant, regarding the conference and how our group is not satisfied with Ellucian not providing consultants to do actual “how to” sessions anymore. They only do sessions to promote products. Brandt said that if we would send him exactly what we wanted, he would try his best to get Ellucian to fulfill that request. Edith requested Brandt’s contact information be sent to her. Cindy will send Edith Brandt’s contact information.

Vendors – Keilani Vanish was not present to give a report on the vendors, but did tell Lisa that she is willing to be the person in charge of getting vendors for the 2018 conference. It was noted that Keilani did a great job getting vendors for this year’s conference and \$4500 was collected in vendor fees. Cindy Hampton commented that we need to reach out early to any prospective vendors. A lot of their fiscal year decisions are made as early as January.

Registration – Cay Lollar and Tammie Dill said that all went well with the registration process and there were no issues. Edith Riley asked if attendees could be notified when their check has been received, etc. Cay said that Tammie sends confirmations to everyone as soon as all required items are received.

Bags/Give Aways – Cay Lollar and Tammie Dill said that everything seemed to be fine with the bags and give aways. The Logo Store has reached out to them regarding bags/give aways.

Logistics – Cindy Hampton thought everything went well with logistics. Cindy noted that we will return to Natchez next year. Cindy did note she would try to work on offering some vegetarian offerings on the food menu since that was commented on the survey.

T-Shirts – There were no issues with the t-shirts this year. It was noted that Meridian Community College has not paid their membership dues in many years and should their name be removed from the listing on the back of the t-shirt. Eric Atchison offered to contact Meridian and see where they stand on being a member of MBUG.

Door Prizes – Joyce Dixon was not present to give any comments on the door prizes, but others thought they were fine and had not heard any negative feedback.

Presenter Gifts – Rosiland Ashford was appreciative that we went with a local vendor for the presenter gifts. Darby’s fudge was a big hit with everyone and it was suggested that we give that again to the presenters at next year’s conference.

Entertainment – Cindy Hampton had a local musician play for our Sunday night reception, Brandon McCranie. There was not any discussion on if he was liked or not liked, but Cay Lollar noted that he was very reasonably priced. Cindy asked Desmond Stewart to see if Alcorn Jazz Band might be interested in playing at the reception at next year’s conference. Desmond said he would check to see if that would be possible.

Technical – Allen Coleman said that all went well with the technical setup for the conference. He commented that one projector would not work and we had to acquire one from the convention center.

Food Drive – The food drive was a success and the representative from the soup kitchen was very thankful.

Conference Survey Results – Lisa McDaniel discussed the survey results stating that the overall rating of the conference was a 4.07 out of 5, so felt like the results were good.

2018 Conference – The 2018 conference will be held again in Natchez, MS. The dates will be September 9th-11th. Edith Riley said that she would start sending out requests for sessions for the program the week after Thanksgiving.

Board Member vacancies – We still need to fill vacancies on the board from the following institutions: IHL and Meridian. Rosiland Ashford presented a new board member to represent MSU. Her name is Arjeanetta Cary. Eric said he is working on the IHL vacancy.

Other Business – Tonia Seal and Cay Lollar let the board know that former board member, Ashley Jones Rickles, has been diagnosed with lung cancer. They were reaching out to the board to see if we wanted to give a donation to help Ashley with her medicine expenses that are currently being denied by her insurance. It was suggested that we get a card and collect any donations at the next board meeting.

Eric Atchison asked when we would have the next board meeting. Cay Lollar suggested that we meet at the end of February. Lisa McDaniel will be working on getting a date lined up.

Lunch and Adjourn – there being no further business, Eric Atchison moved that we adjourn the meeting and Louise Brown seconded the motion.

Minutes recorded by Cindy Hampton, MBUG Secretary