



Meeting Agenda/Minutes MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting	Approved:	June 14, 2018
Meeting Date:	February 20, 2018	President:	Lisa McDaniel
Start Time:	10:30 p.m.	President-Elect:	Louise Brown
End Time:	12:30 p.m.	Treasurer:	Joyce Dixon
Location:	Holmes Community College	Secretary:	Cindy Hampton
	Ridgeland, MS	Past-President	Artis Smith

Representatives	Technical/ Functional			Phone	Present/Absent
Officer	President	Lisa McDaniel	lmcdaniel@its.muw.edu	662-329-7377	Present
Officer	Pres-Elect	Louise Brown	louise.brown@mgccc.edu	601-928-6278	Absent
Officer	Treasurer	Joyce Dixon	jadixon@mvsu.edu	662-254-3308	Present
Officer	Secretary	Cindy Hampton	hampton@mc.edu	601-925-3485	Present
Officer	Past-President	Artis Smith	artis.smith@jsums.edu	601-979-7080	Present
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	Present
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	Absent
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	Absent
Itawamba Community College	Technical	Allen Coleman	alcoleman@iccms.edu	662-862-8105	Present
Itawamba Community College	Functional	Sandi South	sssouth@iccms.edu	662-862-8956	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	(Officer)			
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	Cassandra Atley	catley@msdelta.edu	662-332-8250	Present
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	Absent
MS Gulf Coast Comm. College	Functional	(Officer)			
Mississippi State University	Technical	Rosiland Ashford	rashford@its.msstate.edu	662-325-9177	Absent
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	Present
MS Valley State University	Functional	(Officer)			
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	Hannah Miller	hkmiller@prcc.edu	601-403-1214	Present
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 18 board members in attendance as well as program director, Edith Riley.

Approval of the Minutes- The minutes from November 16, 2017, were reviewed by the board and approved with Allen Coleman making the motion to accept, and Tonia Seal seconding the motion. All were in favor.

Financial Statement – Lisa McDaniel reviewed the financial statement. A copy was given to each officer present.

Membership Dues- Lisa McDaniel noted that membership dues invoices will be emailed to each institution soon.

Committees

- **Program** – Edith Riley
 - **Keynote Address** - Edith noted that we need a keynote speaker. Keilani Vanish suggested Lt. Colonel Timothy Henderson for our keynote speaker. He is retired from the Air Force and was Commander of the Air Force ROTC on the campus of Jackson State. Keilani will communicate with Joyce Dixon to see what the fee has been in the past for our keynote speaker to see if that will work for Lt. Colonel Henderson. It was also noted that we could pay for his room in lieu of a speaker fee if he would like to come on Sunday night.
 - **Presenters**- Edith gave an update on the program for the 2018 conference. Edith was encouraging everyone to assist her in getting sessions for the conference. Edith Riley suggested we might try to have more round table discussions on specific topics.

Keilani Vanish noted that she has someone at Jackson State who will do a session on Pcards and Tcards. Tonia Seal volunteered to do the Community College BOF session.

Edith had a conference call with Ellucian rep Brandt Whisenant and Laura Smith regarding our needs for the conference. She explained that we need functional consultants to come and do demos on Banner 9 and other specific processes in Banner. She also contacted Barbara Gylland with Strata Information Group to see if any of their consultants could participate in our conference.

Cindy Hampton asked how many schools were on Banner 9 already. Steven Tiller and Lilly Austin from Holmes Community College stated that they had some things in production. Lilly also mentioned that Northeast Community College was possibly live in production and had documents on their website instructing staff how to use Banner 9. Others mentioned that Delta State University is going live in March and Desmond Stewart also mentioned that Alcorn State University would be going live in March. It was mentioned that Mississippi State University was live with Banner 9. Cindy mentioned that Mississippi College has Banner 9 in their TEST database.

- **Vendors** –Keilani has emailed vendor information out and said that she usually does not hear from most of them until around June.
- **Board Member Changes**- Before we could move to the Registration agenda items, Lisa McDaniel made the board aware that Tammie Dill and Cay Lollar were stepping down from the board. Tammie is retiring from ICC in June and Cay is stepping down from the board. These two have been heavily involved in many aspects of the conference, so before we could move to those agenda items, a new treasurer had to be elected to replace Cay who has been the treasurer for many years.

Nominations were taking from the board members. Cindy Hampton nominated Joyce Dixon from Mississippi Valley State University and Keilani Vanish second the nomination. There being no other nominations, the board voted unanimously to elect Joyce Dixon as our new treasurer.

- **Registration** – As treasurer, Joyce Dixon will be in charge of the registration process for the conference. Cassandra Atley, Jim Pilgrim and Carmela Staten will assist Joyce at the registration desk. Other board members will assist at the registration desk as needed during the conference. Joyce will meet with Cay and get all the registration information, equipment, etc. from her that belongs to our organization as well as transfer the financial information.
- **Bags/Give Aways** – Artis Smith will be in charge of getting ideas for Bags/Give Aways for our attendees. Keilani Vanish and Tonia Seal offered to assist Artis.
- **Logistics** – Cindy Hampton will handle the logistics for the conference.
 - Natchez Welcome – Edith Riley
 - Natchez Soup Kitchen – Edith Riley
 - Sunday Reception Entertainment – Desmond Stewart – checking with JSU Jazz Band and local artist from Natchez

- Sunday Reception Food & Setup – Cindy Hampton
- Monday Luncheon – Cindy Hampton

- **Printed Program-** Lisa Williams volunteered to put the program together. ICC has always printed the program. Allen Coleman will check with their print department to see if they will still be willing to print the programs for us.
- **T-Shirts** – Cindy Hampton will order the t-shirts. With Cay Lollar stepping down from the board, Cindy also offered to handle ordering any polos needed for the board members.
- **Greeters-** Lilly Austin, Hannah Miller, Tonia Seal, Artis Smith, Tracee Smith, Sandi South, Keilani Vanish volunteered to be greeters. All board members should assist when needed.
- **Door Prizes** – Joyce Dixon will be in charge of getting our door prizes. Desmond Stewart offered to help Joyce with the door prizes.
- **Presenter Gifts** – Darby’s Famous Fudge will be the presenter’s gift again this year. The board voted on this in our November 2017 meeting. Cindy Hampton will place the order for the fudge.
- **Entertainment** – Desmond Stewart is working on our entertainment for the Sunday night reception. He is speaking with the Alcorn Jazz band and also a local entertainer from Natchez.
- **Technical** –Allen Coleman will head up the technical team for the conference as well as continue to manage our MBUG website. Desmond Steward and Steven Tiller volunteered to assist with the technical team.
- **Luggage Tags-** Lilly Austin, Hannah Miller, and Tonia Seal volunteered to do the luggage tags.

MBUG Banner- Artis Smith brought a suggestion of purchasing a stand up banner that would display our MBUG logo and web address that we could put at the entrance doors at our conference. Lisa McDaniel had emailed everyone a picture of the banner. Artis said the banner would cost 278.00. The board discussed how it looked and made a few modifications to the location of the information on the banner. Cassandra Atley made a motion that we purchase the banner. Joyce Dixon seconded the motion. The board voted unanimously to buy the banner.

Other Business – Lisa McDaniel wanted to know what schools were using Touchnet.

Lisa McDaniel will schedule the next board meeting sometime in June.

It was mentioned at our November meeting that Ashley Jones, former MBUG officer, was diagnosed with lung cancer. The suggestion was made in that meeting to get a card for Ashley and if anyone wanted to make a monetary donation, they could bring it to the February meeting. Lisa McDaniel obtained the card. Board members signed the card and donations were given. Edith Riley offered to take the card and ensure that it was mailed to Ashley.

Lunch and Adjourn – Lisa Jones made the motion to adjourn the meeting. Artis Smith seconded the motion.

Minutes recorded by Cindy Hampton, MBUG Secretary