

MBUG Executive Committee

Purpose of Meeting:	Executive Committee Meeting		Approved:	February 24, 2020	
Meeting Date:	October 28, 2019		President:	Lilly Austin	
Start Time:	10:30 p.m.		President-Elect:	Tammy Prather	
End Time:	12:30 p.m.		Treasurer:	Joyce Dixon	
Location:	Holmes Community College		Secretary:	Cindy Hampton	
	Ridgeland, MS		Past-President	Tonia Seal	
Representatives	Technical/ Functional			Phone	Present/Absent
Officer	President	Lilly Austin	laustin@holmescc.edu	662-472-9146	PRESENT
Officer	Pres-Elect	Tammy Prather	tsprather@muw.edu	662-329-7135	PRESENT
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				
Alcorn State University	Technical	Desmond Stewart	desmond@alcorn.edu	601-877-6633	ABSENT
Alcorn State University	Functional	Tracee Smith	tracee@alcorn.edu	601-877-6170	ABSENT
Delta State University	Technical	Patsy Vaughn	pvaughn@deltastate.edu		PRESENT
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	ABSENT
Holmes Community College	Functional	(Officer)	laustin@holmescc.edu	662-472-9146	PRESENT
IHL	Technical	Shirley McKay	skelly@mississippi.edu	601.432.6521	PRESENT
IHL	Functional				
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	Artis Smith	Artis.smith@jsums.edu	601-979-1080	PRESENT
Jackson State University	Functional	Keilani R. Vanish	keilani.r.vanish@jsums.edu	601-979-0330	PRESENT
Mississippi College	Functional	(Officer)	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	ABSENT
Mississippi Delta Community College	Functional	Cassandra Atley	catley@msdelta.edu	662-332-8250	PRESENT
Meridian Community College	Technical				
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	Louise Brown	Louise.brown@mgccc.edu	601-928-6278	ABSENT
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	PRESENT
Mississippi University for Women	Technical	Aaron Brooks	abrooks1@muw.edu	662-329-7377	PRESENT
Mississippi University for Women	Functional	(Officer)	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)	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	Hannah Miller	hkmiller@prcc.edu	601-403-1214	ABSENT
Pearl River Community College	Functional				
Program Director		Edith Riley	egr1@msstate.edu		PRESENT

1. Welcome and new board member –

- Lilly Austin, President, welcomed new board member, Patsy Vaughn from Delta State University.

2. Approval of the minutes-

- A motion to approve the minutes from September 7, 2019 was made by Artis Smith and Rosiland Ashford second the motion.
- Approval of the minutes from September 10, 2019 - A motion to approve the minutes was made by Carmela Staten and Rosiland Ashford second the motion.

3. Financial Report and Conference Expenses –

- Joyce Dixon reviewed our financial report. Cindy Hampton asked if our balance of \$43,099.42 was too high to maintain our tax status. Joyce says it is a little high. However, it was noted that we did not make money off of this year's conference, but actually had a loss of \$4565.32.

4. 2019 Conference -

- Program – Edith Riley – Edith noted that she will get a functional person from the board to help with next year’s conference sessions to be sure there none scheduled at the same time that would be for the same target audience. Cindy mentioned that maybe we should consider doing more of a “bootcamp” conference next year where the sessions are targeted at specific Banner processes/procedures and make the sessions more interactive with the attendees. Cindy noted that the session presenter/moderator would need to be able to login to Banner to make them effective. Edith and Cindy both commented on the issue of finding people to present/moderate the sessions.
- Vendors – Keilani Vanish – Keilani had hoped for more vendors at the conference, but several told her they need to know earlier in the year to commit. It was recommended that each school represented on the board send a list of vendors that they use to Keilani to help her focus in on those that are being used by our institutions. Several board members mentioned that Ellucian should have set up a vendor table at the conference.
- Registration – Joyce Dixon – Joyce felt like registration went fine. There were 94 paid attendees and no registration issues. Carmela did suggest that we add a field on the registration form for those who have dietary restrictions.
- Bags/Give away – Artis Smith – Artis said that she did not hear any complaints about the bags/journals this year and stated we have two boxes that were not opened, plus some extra that can be used at another time.
- Logistics – Sandi South – Sandi felt like everything went well logistically for the conference.
- T-shirts – Cindy Hampton - Cindy noted that she chose a comfort color t-shirt this year and that they seemed to be liked. Rosiland said some attendees had asked her why we get long sleeve t-shirts and that is mainly because the conference centers themselves tend to be cold. It was decided we can vote prior to ordering the t-shirts for next year if we want to stay with the long sleeve or go back to a short sleeve.
- Door Prizes – Joyce Dixon – Joyce felt like the door prizes were well received.
- Presenter Gifts – Sandi South – Board members commented that they liked the presenter gifts.
- Entertainment – Edith Riley – the entertainment was good for the Sunday night reception.
- Technical – Allen Coleman – there were no major technical issues, but Allen did mention that we need to purchase two more converters before next year’s conference.
- Food Drive – the food drive went well, there were lots of donations and considered a success.

5. Conference Survey Results – most of the results were positive.

- There are always differencing opinions on sessions, food, location, etc.
- Shirley mentioned that a central location option for the conference might be The District that is located off of I-55 North in Jackson. She is going to get some information on the space they offer, pricing, and hotel accommodations.

- Carmela was going to also check in to some other places as well. It was mentioned when looking at other facilities, you must look at meeting room space and size, costs of food, projectors/screens, and hotel accommodations.
 - Rosiland is to send her logistics information she obtained from checking to see if the conference could be held in Starkville, to Cindy to include in the minutes.
6. 2020 Conference – September 13th-15th - It was noted that the dates of MBUG 2020 will be September 13th-15th in Tupelo MS.
7. Board members needed from IHL, Meridian CC, and Pearl River CC –
- Lilly mentioned that we are still in need of board members from IHL, Meridian CC, and Pearl River CC.
 - Shirley mentioned that Jim Hood was waiting to add someone to our board when they hire Eric Atchison’s replacement.
 - Arjeanetta said she is working with Meridian CC to see if they have anyone interested in being on the board.
 - Lilly told the board that Tonia had submitted her resignation from the board. She is going to contact Tonia to be sure she wants to resign, and if so, she will ask Tonia about a replacement.
8. Other Business:
- Cassandra Atley discussed if it would be good to have some “drive through” banner sessions on our campuses leading up to the conference. She thinks this might generate more interest in our conference. Lilly gave Cassandra and Carmela the task of working together to see how this might look and present it at the February 2020 board meeting.
 - Edith mentioned that she will be meeting with LABUG and wondered if the question came up, would we be willing to be a part of their conference. Maybe they come to us one year and the next year we go to them? She is meeting with them December 1st to see what they have in mind. The board seemed opened to hearing what they suggest.
 - Keilani told the board that a coworker, David Howard, might be interested in helping us with updating our MBUG website. He is willing to do this free of charge. Lilly asked Keilani to have him give us some ideas of what he would recommend at our February 2020 board meeting.
9. Lunch and Adjourn – Being no further business to discuss, Carmela Staten moved we adjourn the meeting. Cassandra Atley seconded her motion.