

VCCA Executive Committee Meeting
June 2-3, 2011
Williamsburg Marriott
1st Floor of Conference Center, Room 4

Present: Kimberly French, Alan Harris, Becca Slayton, Karen Roberson, Winona Jenkins, Chris Pauley and Nicki Coyle

Absent: Sandy Saunders, Nova Wright, and Stephen Walker

Call to Order: President Kimberly French called the meeting to order on Thursday June, 2011, at 8:53am.

Reports: Minutes of the February and April meetings were distributed to all members. Becca made motion to approve minutes with a correction and Alan seconded. Motion carried.

The treasurer's report was read by Karen. Winona made a motion to approve the treasurer's report and Chris seconded. Motion carried.

Old Business:

The timeline for the conference was distributed for review and adjustments were made to accommodate additional concurrent sessions.

Current membership was discussed and there were 291 members as of this date. Committee discussed the importance of our college contacts and the need to have a meeting with them during the conference. A PowerPoint presentation will be prepared for use during registration and/or at the banquet to assist with membership.

Nicki updated the committee on the status of the Showcase Awards. Currently have 49 awardees with more being identified. Trenton Hightower, Stephen Walker, Larry Riposa and Nicki Coyle are working together on this. Stephen and Trenton will "tag-team" the awards presentation. A special recognition award will be given to Barbara Moore at the Showcase Awards. Nicki made a motion to spend no more than \$50 on the plaque and that the Executive Committee will cover the cost of her food, lodging, and travel. Chris seconded the motion and it carried. The engraving will read "Thanks for your many years of loyal service to the VCCA." Barbara will be notified that her expenses will be covered.

The hotel reservation website is up and running. The hotel will provide a list of those registered. The registration deadline for the hotel is August 28th.

New Business:

The list of speakers for the conference was discussed, to include Dr. DuBois, David Urso, Dr. Schexnider (President of TNCC), and local political personalities. The speaker for Friday's Banquet had not been identified and all

committee members were charged with reviewing the links provided. A DJ also had not been identified – both William and Mary and the Dean of Students at Thomas Nelson Community College will be contacted to see if a student might be identified as someone who could do it.

A photographer will be needed for the conference because Larry will be covering the inauguration of his college's new president. A photographer will be identified and all conference costs will be covered by the committee.

The contents of the conference booklet were discussed and will include a fall newsletter titled "Conference 2011 Newsletter." A page promoting next year's conference at the Homestead as well as a couple of blank sheets will also be in the booklet.

Kris Landrum sent an email for the VCCA Excellence in Communications competition. The deadline for entry is August 5th. Kris and Brenda Sigmon are in charge of the awards in 14 different categories.

The Public Relations and Marketing Commission is in need of a liaison. Kim Landrum will be contacted to see if she would be interested in this position.

Two people are needed to "man" the ballot box and to count the ballots. Becca will get the list from Karen to determine the delegates and their attendance at the conference.

Becky Chauncy has agreed to work on the list of vendors. 70 – 80 vendor invitations were sent out with 14 responses to date (13 positive – 1 no). Becca won't be able to do the vendors next year and has requested that the committee think of those at their colleges in purchasing who might be a good candidate for the Executive Committee.

Donations from the community businesses near the conference are being sought for door prizes. The Homestead will be contacted to see if they would like to donate as well. MALs are to notify their college contacts that they are responsible for collecting door prizes. Each committee member will bring 2 door prizes. Attendees will enter their name badges to be included in the drawing.

The hotel provided a food tasting lunch to assist with the selection for the conference menu. The cost of a buffet versus the cost of plated meals was discussed and the menus were decided. The committee discussed raising the conference fees next year to cover rising food costs. Kimberly will contact the presidents of Thomas Nelson, Rappahannock, Tidewater, John Tyler, and any other college in the area to see if they will sponsor some part of the conference.

The committee discussed wearing period costume only to the banquet. Nicki will confirm the cost and will also check to see if the costume company has a set of locks to allow our conference attendees to have their pictures taken in them.

Decorations have the red, white, and blue theme. A small flag will be placed at each place setting (8 per table), keeping it simple and the cost low.

Becca made a motion to amend the previously approved choice of awards to college contacts. She moved that the award be only the gift of a \$50 VISA gift card at the dinner and Winona seconded it. The cards will be issued to all college contacts whether they attend the conference or not. MALs will present to their college contacts at the dinner. Chris made a motion to amend the original motion to include all contacts. Karen seconded and the motion carried.

Becca will lead the Assembly of Delegates and a list of the proposed changes to the constitution will be sent to the delegates who will be in attendance at the conference. The time allotted for the Assembly will be expanded from 30 minutes to 40 minutes to allow for the agenda.

An email to request nominations for the Lifetime Member and Excellence in Education awards will be sent to the MALs. The wooden plaque will have a plate reading "VCCA 2011 Lifetime Membership Award presented to [their name]." Nicki will find the cost of the plaque and will send that information to Kimberly to submit for a vote. The Excellence in Education Award does not necessarily have to be awarded to a faculty member. The person must be a full-time employee and a VCCA member for at least 5 years. The plaque for this award will read similarly to the Lifetime Membership Award.

It is too late to award the Virginia Mast Teachers Seminar Scholarship and the Classified Staff Leadership Academy Scholarship. Both are to be reviewed for award next year and to meet deadlines required by the seminars.

The VCCA website needs to have historical documents scanned onto it to be able to electronically access them. Becca stated that a historian would be a good idea to have on the committee as an appointed position for a couple of years to organize and scan documents.

The meeting adjourned at 4:50pm.

June 3, 2011, 8:37 am

Present Kimberly French, Alan Harris, Becca Slayton, Karen Roberson, Winona Jenkins, Chris Pauly, and Nicki Coyle

Absent Sandy Saunders, Nova Wright and Stephen Walker

Call to Order: Kimberly French called the meeting to order at 8:37am.

New Business (cont.)

Costume revisit: Nicki provided the committee with a quote from the costume shop. Becca made a motion to rent the costumes at \$65 per person for a one time use at the conference. Chris seconded the motion. There was discussion about

the number of times used and the related cost. Nicki will verify that the cost is for just \$65. Motion carried.

Rooms were allocated for concurrent sessions and for commission meetings. Student Support Services and Support Staff Commissions will meet in the same room with discussion of merging the two and if agreed upon, bring to the delegate for a vote on the merger. Vendors will set up in the lower lobby and a coffee break station will be set up around the fireplace. The cash bar will be held in the Promenade.

Discussion on the specific AV needs for each room and the hotel costs. Each committee member will attempt to bring an extra laptop from their colleges.

A poster to advertise next year's 30th Anniversary Conference at the Homestead will be created. A poster will also be created to include the times of registration opening and closing.

David Urso is a VCCA member and is not getting paid to speak. As a keynote speaker, we should give something to him. We cannot pay him but we can give him a gift. Alan made a motion to give David a \$300 gift card and Becca seconded it. The motion carried.

Karen made a motion to not spend more than \$15 on concurrent session presenter gifts and Alan seconded it. The motion carried.

Becca made a motion to give \$50 gifts to Larry Riposa, Stephen Walker, Jennifer Allman, Trenton Hightower, Preston Lange, and Neka Wilson for their participation in the Showcase Awards. Alan seconded the motion and it carried. The payments will be made as follows: Larry, Stephen and Jennifer will receive a gift of \$50 for their college's foundation; Trenton, Preston and Neka will each receive a check in the amount of \$50.

Alan made a motion to give \$500 to the VCCF for Great Expectations and to give \$75 to the Student Leadership Conference in November. Chris seconded and the motion carried. Nicki will check to see if Jennifer Gentry of the VCCF will be in attendance at the conference. The budget currently has \$3,000 allocated to specifically toward scholarships.

The next meeting will be via telephone conferencing on Wednesday, September 7th at 8:30am.

Having no further business, the meeting adjourned at 11:15am.

Respectfully Submitted,
Winona Jenkins, Secretary

Addendum – Email motions and discussions:

On June 9, 2011, Alan Harris made a motion to hire “Affordable DJs” to provide the Wellness activity on September 30th from 9pm - 11:59pm at the cost of \$335.00. Karen seconded the motion and it carried.

On June 22, 2011, Karen Roberson made a motion to accept the contract with the Homestead for VCCA’s 30th Anniversary Conference next year. The motion was seconded by Alan Harris and the motion carried on June 23rd.

On June 28, 2011, Karen Roberson made a motion to send a check in the amount of \$50 to assist Nova with the cost of her father’s memorial services. Becca Slayton seconded the motion and the motion carried.

On July 5, 2011, Alan Harris made a motion that the travel and fees for Dr. Giovannini be approved for the amount of \$1,500. Nicki Coyle seconded the motion and it carried on July 11th.

On August 5, 2011, Karen Roberson made a motion to purchase a plaque in memoriam of Cheryl Shelton at a cost of no more than \$35. Alan Harris seconded the motion and it carried.

On August 17, 2011, Winona Jenkins made a motion to approve a PG&D request for keynote speakers The O’Shea Report. Chris Pauly seconded the motion and it carried.

On August 23, 2011, Alan Harris made a motion to approve a PG&D proposal for an honorarium for Carolyn Brown to present a concurrent session. Sandy Saunders seconded the motion and it carried.

On August 24, 2011, Alan Harris made a motion to approve a PG&D proposal for Sharon Buckner. Nicki seconded the motion and the motion passed.