

# Virginia Community Colleges Association



Kimberly French, President  
Virginia Western Community College

## VCCA Executive Committee Meeting September 7, 2011 Conference Call

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

Absent: Stephen Walker and Neka Wilson

Call to Order President Kimberly French called the meeting to order on at 8:36am.

### Approval of Minutes:

The minutes of the June 2<sup>nd</sup> and 3<sup>rd</sup> meeting were reviewed and the approval of Sharon Buckner's PG&D had been omitted. Alan made a motion to approve the minutes with the addition. Chris seconded the motion and the motion carried.

### Treasurer's Report:

Treasurer's report of account activity since the last meeting of June 2<sup>nd</sup> and 3<sup>rd</sup> was given by Karen. Nicki motioned to approve the treasurer's report as submitted and Sandy seconded it – the motion carried.

### Old Business:

Timeslots for sections 12:00pm through 4:00pm are full. Currently there are three timeslots available during the 4:00pm to 4:50pm timeslot on Friday the 30<sup>th</sup>. Presenters for all concurrent sessions will introduce themselves.

All meal tickets have been completed. The nametags are in the process of being completed. All executive committee members will assist Karen and Becca with registration.

The VCCA has 567 members, 186 of whom are registered for the conference, to date. MALs will distribute to their contacts notice to all that if they are attending the Showcase and eating a meal, the person must complete a registration form and pay for their meal.

A \$500 donation will be given to the VCCS Foundation for the Great Expectation program at the Chancellor's Town Hall meeting.

The Showcase Awards presentation is ready to be presented and another rehearsal will be done in the actual conference auditorium. A Showcase winner is now deceased and will be showcased before all others.

The Lifetime Membership Award and Excellence in Education Award did not have nominees this year. There will be a discussion at the conference with everyone in attendance as to the importance of nominating someone.

Tables for the Media Awards will be set up in the lobby area outside of the auditorium so that there will be no conflict with the buffet setup on Friday.

The decorations for this year's conference will be red, white, and blue bows and small American flags that will be placed at each place setting. A large red, white, and blue floral display will be created to be displayed in front of the podium.

The needs of all speakers will be sent to the hotel before the conference and will be given to the hotel again on Tuesday, September 27<sup>th</sup>. Vendors will allow us to borrow 7 projectors and Nicki will bring one for the auditorium.

Several donations have been received for overnight accommodations at various resorts throughout the state. The president of VWCC is also donating \$400 toward Friday night's banquet.

The \$50 gift cards that were originally approved for purchase will not be purchased because of the service fees and the fact that fees will be deducted if the cards are not used. Karen will be writing checks for the College Contacts.

Everyone in attendance should bring a door prize to the conference and give that gift to a committee member when they check-in.

Seventeen vendors have signed up to attend the conference to date.

#### New Business:

The conference program is almost complete and will be sent to print in the coming weeks. The list of donations and other documents for the conference program need to be sent to Kimberly by September 15<sup>th</sup>.

Twenty-five copies of the proposed changes to the Constitution and Bylaws will be made for the Assembly of Delegates meeting.

Neka Wilson has agreed to be the photographer for this year's conference.

#### Other Business:

A reminder was given that whoever writes a PG&D must complete the evaluation sheet and return it to Alan. Once a PG&D is approved, Alan will complete the payment voucher. Kimberly will complete the PG&D for Steve Gilliland this week.

Barbara Moore will stay Wednesday and Thursday night.

Having no further business, the conference call ended at 10:30am.

Respectfully Submitted,  
Winona Jenkins, Secretary

Addendum:

On September 12, 2011, Becca Slayton made a motion that the college contacts who are also on the Executive Committee be given 1 free banquet guest ticket in lieu of the \$50 check that other college contacts will be given. Alan Harris seconded the motion and the motion carried unanimously.

On September 16, 2011, Karen Roberson made a motion to accept the Steve Gilliland PG&D. The motion was seconded by Nicki Coyle and the motion carried unanimously.

On September 23, 2011, Becca Slayton made a motion for all Executive Committee members to be allowed a free banquet guest and Saturday breakfast guest. The motion was seconded by Karen and carried unanimously.