

**Virginia Community Colleges Association  
Executive Committee Meeting Minutes  
Virginia Western Community College, Natural Science Center  
April 12<sup>th</sup> and 13<sup>th</sup>, 2011**

Present Kimberly French, Alan Harris, Becca Slayton, Karen Roberson, Winona Jenkins, Chris Pauly, Sandy Saunders, Nicki Coyle, Stephen Walker, Nova Wright, Neka Wilson, and Larry Riposa

Absent: No one

Call to Order President Kimberly French called the meeting to order on Tuesday, April 12, 2011, at 1:45pm.

Treasurer's Report:

Treasurer's report of account activity since the last meeting of February 3<sup>rd</sup> and 4<sup>th</sup> was given by Karen. Alan motioned to approve the treasurer's report as submitted and Nicki seconded. The motion carried.

Old Business:

The committee discussed several matters regarding the 2011 conference. A motion was made by Nicki to use the hotel IT staff and it was seconded by Becca. The motion carried. Other items discussed were the type of menus needed, Thursday night activities, and the Excellence in Communication Awards. The Leadership Handbook was also reviewed and sections that could be updated without delegate approval were made. Any section that would also require a change in the constitution was earmarked for vote at the conference by the delegates.

Committee members discussed the need for recognition of college contacts. The recognition should be a "big deal like any of the other awards."

Discussion was had regarding the constitutionality (Const. 5.5.2) of appointments to committee positions by the Executive Committee and discussion was had about actions of committee. Clarification of constitution must be made so that the Executive Committee can make a temporary appointment of an empty MAL position to the end of the existing term. This issue must be taken to the Assembly of Delegates for change. The 45 day restraint needs to be removed and changed to say that interims will be voted on at the "next meeting of the Assembly of Delegates." Also must change wording for number of terms able to serve. Delegates must vote on the current changes.

All members in attendance of the New Horizon's Conference should attend the VCCA presentation on Thursday, April 13<sup>th</sup>. VCCA membership applications and concurrent session forms will be distributed at the presentation. If a receipt is needed, Karen will send an electronic receipt.

1. New Business:

Executive committee reviewed a rough draft of the 2011 conference timeline. Changes were made to assist with flow and consistency.

Alan made a motion to adjourn at 5:43 and Chris seconded. Motion carried.

Wednesday, April 12, 2011

8:31am

Present Kimberly French, Alan Harris, Becca Slayton, Karen Roberson, Winona Jenkins, Chris Pauly, Sandy Saunders, Nicki Coyle, Nova Wright, Neka Wilson, and Larry Riposa

Committee considered options for the opening session guests as well as the type of snacks to be provided on breaks.

The VCCA Banner size options were discussed and it was decided the the 5x10 size would be the best option. Karen made a motion to spend \$180 for a 5x10 banner and Nicki seconded the motion -- motion carried.

Larry agreed to be the new Public Relations and Marketing Commission liaison, but may not be able to attend the meeting because of the inauguration of his college's president

Currently have 75 members to date (61 returning and 14 new).

At the time of the April meeting, the committee only had one proposal for a concurrent session, but hopes to get more at New Horizons Conference. MALs will resend requests for proposals to college contacts. All commission officers should also be working on two concurrent sessions per their constitutional duties. A VCCS-wide notice will hopefully be sent by the Systems Office. Various current event topics that should be presented at a concurrent sessions were discussed. Gifts for concurrent session speakers will be purchased from the hotel gift shop.

Nicki shared samples for showcase booklet and table tents that will be printed on 8-1/2 x 11 paper. Neka discussed the program and any program changes. The printing of the programs will be done by Preston Layne. Trenton Hightower to do introductions and Stephen Walker will do the presentations. Deadlines and special presentations were discussed. A motion was made to purchase the awards at \$22.50 each by Chris and seconded by Sandy. The motion carried.

The committee discussed the need for a link on the VCCA webpage to take conference attendees directly to the hotel prepared webpage for registration. The hotel's webpage will include a VCCA link, a Williamsburg tourism link, and a Colonial Williamsburg Foundation link. It will also contain the VCCA membership application and conference registration forms. If a registrant does not use the hotel provided website to register, they should fax a copy of their registration to the committee.

The location of next year's conference was discussed with three (3) potential sites. The committee decided to hold the 30<sup>th</sup> anniversary conference at the Homestead Resort with a formal banquet. They have agreed to the per diem rate and the representative was working hard to meet our needs. A 15% resort fee would be added and the conference would have to be Wednesday through Friday conference. Becca will go forth and try to have a contract in hand for next meeting.

Under other business, conference attendee hand-outs were discussed as well as decorations for the conference. Decorations were to be kept simple but elegant -- decoration committee to continue to work on details.

The next meeting will be held on June 2 & 3 at the Williamsburg Marriot Hotel and Conference Center.

Having no further business, the meeting adjourned at 10:38pm.

Respectfully Submitted,  
Winona Jenkins, Secretary