

**Virginia Community Colleges Association
Executive Committee Meeting Minutes
Williamsburg Marriott Conference Center
February 3rd and 4th, 2011**

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

Absent Nova Wright

Call to Order President Kimberly French called the meeting to order on Thursday February 3, 2011, at 9:00am, introducing the hotel's sales representative.

Facility Tour: A tour of the conference facility and guest rooms led to a contract proposal.

Reports Minutes of the previous meeting were distributed. Karen made a motion to approve the previous meeting minutes with one correction and Winona seconded it. Motion carried.

Notes from the 2010 Conference debriefing were read.

The treasurer's report was distributed and a budget for January 2011 -- December 2011 was developed. Becca made a motion to approve the treasurer's report and budget as presented and Sandy seconded it. The motion carried.

Old Business:

Summaries of the 2010 conference were distributed for review by committee members.

Each liaison reported about their individual commissions and shared concerns and/or comments that the commissions had. It was suggested that they become focus groups or peer groups instead of commissions. This issue will be brought before the delegates at the next conference.

The committee to review the VCCA Leadership Handbook at the next meeting for updates -- item tabled to the April meeting.

Liaisons for 2011 commission meetings are as follows:

- Black Concerns Commission – Sandy Saunders
- Faculty / Instructional Affairs Commission – Alan Harris
- Learning Resources Commission – Nova Wright
- Public Relations and Marketing Commission – Brenda Sickles
- Student Services Commission – Chris Pauly
- Support Staff Commission – Karen Roberson

Secretary will send new liaisons their commission's officer list.

New Business:

The committee reviewed the slide presentation to be presented at the New Horizon’s Conference on April 13th and decided to coincide the next Executive Committee meeting with this event and yet not overlap.

Concurrent sessions will be coordinated by Chris and Sandy. A master email list to call for proposals from all VCCS employees will be investigated from how the New Horizon’s Conference receives their proposals for future use.

Only board members will do the added tasks that appointed positions previously performed in an attempt to cut costs. Other appointments will be made as necessary.

Forms on the VCCA website will be reviewed and updates are due to Kimberly by March 1st.

The VCCA membership drive will begin March 15th and continue through June 30th. A request to change the FTE count groups and to raise the institutional dues in the constitution will be brought to the delegates. Item was tabled to the April meeting.

A motion was made by Becca to award a \$50 gift card to the person whose name is drawn from the number of membership applicants as well as a \$50 gift card to the college contact whose name is drawn from those who send in new and/or renewed memberships. Alan seconded the motion and the motion carried.

The committee agreed on “Achieve 2015 – An Education Revolution” theme for the 2011 conference. Miscellaneous items were discussed to include the opening session and speakers, and set the hotel reservation deadline of August 28th. The committee also decided to raise vendor fees to \$350 each and placed a cap on the number of vendors at this year’s conference at 20.

The meeting adjourned at 6:00pm.

February 4, 2011, 8:30 am

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

Absent Nova Wright and Stephen Walker

Call to Order: Kimberly French called the meeting to order at 8:30am.

New Business (cont.):

The committee reviewed the updated hotel proposal. A motion to approve the contract was made by Alan and seconded by Chris. Motion carried and Kimberly signed the revised contract.

A PG&D was for the Black Concerns Commission Spring Workshop presented by Sandy Saunders. This workshop is to be held on Friday, March 11th in Richmond, VA. The PG&D requested funds to cover expenses for the keynote speaker. A motion was made by Alan and seconded by Nicki to award \$1,082.37 to the BCC for their spring workshop – motion carried. On February 23rd, the BCC requested additional funds of \$132.60 for a VCCS employee who's college had exceeded its professional development funding. Karen made a motion to approve the addition funds and Nova seconded it -- the motion carried with one descending vote of Alan Harris.

A discussion on the particulars of the 2011 conference was continued from the previous day. Alan made a motion to not exceed \$25 per attendee for gifts and Karen seconded. The motion carried. A subcommittee for decorations was created to consist of Karen, Becca, and Winona. Becca motioned to set a budget of \$250 for decorations and Karen seconded -- the motion carried.

Karen made a motion to not spend more than \$200 on the "Meet the Candidates" reception. Becca seconded the motion and it was passed by the committee.

Assignments were made regarding the creation of the ballots and the entertainment of the Friday night wellness activity.

All articles, updated forms and lists must be sent to Kimberly for the spring newsletter by March 1st, with a projected publication date of March 15, 2011.

Nicki Coyle will be this year's showcase coordinator and there was considerable discussion regarding the prestige of the award and the desire to have each college's president present the award to their winners. Chris made a motion to not spend more than \$25 for gifts to award winners and the motion was seconded by Alan. Motion carried.

This year's judges of the Excellence in Communication Awards will hail from Patrick Henry Community College once again. The entrance fees are set at amount to cover the cost of the awards and all awards should have the winner's name on them -- not just the college's name. This item was tabled to the April meeting.

Information regarding the Lifetime Membership and Excellence in Education Awards will be sent out in the spring newsletter.

Issi Patterson will be temporarily replaced by Nicki Coyle, acting as interim Member-at-Large (MAL 0-1500) and Nova Wright will serve as the interim replacement for Becca Slayton, since she became the President-Elect. Both positions will be brought before the delegates for a vote.

The President-elect will find a President Elect, Treasurer, Member-at-Large 1501-2200, and Member-at-Large 2201-5500 for the 2011 election.

Other Business:

College contacts must be members and a brochure for college contacts will be updated to be sent out to the members of the committee for approval.

The meeting will be held at Virginia Western Community College before the New Horizons Conference on April 12th from 1:00pm to 5:00pm and on April 13th, 8:00am to 11:30am. A meeting to fine tune conference details will be scheduled in Williamsburg on June 2nd and 3rd.

Having no further business, the meeting adjourned at 12:40pm.

Respectfully Submitted,
Winona Jenkins, Secretary