

Virginia Community Colleges Association
Executive Committee Meeting Minutes
July 30-31, 2009

Present:

George Hoffman
Sharon Hutcheson
Nova Wright
Karen Roberson
Becca Slayton
Alan Harris
Chris Pauly
Sandy Saunders
Denise Harrison
Issi Patterson
Barbara Moore
Rena Mallory

Absent:

Jennifer Jessee
Neka Wilson
Robert Jobin

Opening:

President, George Hoffman, called the meeting to order on Thursday, July 30, 2009 at 1:23 p.m.

Copies of the minutes of the previous meeting were distributed to all members present. Sharon Hutcheson made a motion that the minutes be approved as presented. This was second by Becca Slayton. The motion passed.

Becca Slayton, treasurer, distributed copies of the financial report to all members present. Sandy Saunders made a motion to accept the financial report as distributed. This was second by Karen Roberson. The motion passed.

Commissions
Meetings

George Hoffman reported that he and Brigitte Poole have been discussing BCC's need for longer meeting time and a session of their own during the conference. Discussion was given to the idea of all Commissions having a session presenter and longer meeting time at the conference. Denise Harrison will send a letter to the Commission chair dlist asking that each commission be responsible for two concurrent sessions, one for their commissions meeting and one for the conference. After the conference schedule is set, someone will send out an email explaining the commissions and the role they play in the VCCA.

Membership: Rena Mallory reported membership is currently at 450. Rena agreed to compile a bulleted list for college contacts to be sent to all faculty and staff when returning in the fall. The list will contain promotion material for membership and conference information. Information will include: Membership Benefits and Conference Benefits and ideas for promoting the VCCA on their campus.

Publications/
Communications Newsletter should go out electronically before registration deadline (mid August). Nova Wright is responsible for timeline, conference overview, and evaluations. Denis Harrison is responsible for Concurrent sessions, and Alan Harris is responsible for short bios of all the candidates for office.
George will contact Jennifer Jessee to see if she is willing to put the program booklet together this year.

2009 Conference George reported that the Executive Committee is on track as far as budget for the conference is concerned. He will send out an email to college contacts encouraging attendance at the conference, even though travel might not be reimbursed by college budgets.
Dr. Sandal, VWCC and Dr. Estep, SWVCC were both invited to speak briefly at the conference. Karen-Burd-Adams from the Roanoke Valley Convention and Visitors Center Bureau will be a welcome speaker. Sharon suggested asking Jack Lewis, NRCC president. George will contact Dr. Lewis.

Timeline

Thursday

Registration all day

1-1:45

Welcome 3- 4 speakers

Introduce current executive committee

Introduce candidates

Nominations from the floor

recognize presidents, chancellor

promote vendors

special notes announced

15minute break

2p.m. – 3p.m.

Media Awards

3:30 – 5:00 Public Relations/Media, Support Staff and Faculty/

Instructional Affairs commission meetings

*Door prize at each commission meeting

Dinner on your own

FRIDAY

Continuous Meeting Break - Breakfast 7-8; changes and housekeeping notes

Registration 8-12

Balloting 8-11

Sessions 8-noon; 3 concurrent sessions

8-8:50

9-9:50

10-10:50

11-11:50

11:50-12:00 Break

Lunch 12-1, plated

1-2:30 Commission meetings: BC/ LRC / Student Services

2:30 – 2:45 Break

2:45-3:45 Showcase Awards

4:00-5:00 Chancellor's Town Meeting

6:00-7:00 Reception with Joe the magician

7:00-7:45 Banquet- plated

Cash Bar and DJ

7:45 Intro of speaker

7:50–8:45 Hurley speaks

8:45-

announce election winners(new officers)

contact recognition

Housekeeping notes

possibly announce Lifetime Membership and Excellence in Education Awards

Thank Executive Committee

SATURDAY MORNING

8-9 Breakfast

Speaker Intro. Matt Lohr

9-10 Lohr speaks

10-11 Notes about Assembly of Delegates

Gifts for presenters Denise Harrison will contact Ann Rule, Hotel Roanoke contact, pertaining to cookie tins for presenter gifts. Each tin will be accompanied by a thank you note.

Chancellors town meeting

Chancellor's town meeting will take place on Friday. Becca Slayton made a motion for the VCCA to donate \$50 to Great Expectations as a thank you to the Chancellor for conducting the town meeting. Alan seconded the motion. Motion carried.

The meeting was adjourned at 6:05 p.m. with the committee agreeing to reconvene at 8:00 a.m. on Friday, November 27.

The meeting was reconvened at 8:15a.m., Friday, July 31, 2009.

The meeting was called to order by George Hoffman.

All were present from the previous day meeting.

- Showcase: Barbara Moore reported the following Showcase Award information: Receiving Showcase Awards are 23 faculty representatives and 24 support staff representatives. Deadline for Showcase is August 10, 2009. Last year \$1,228 was spent on showcase awards. This year \$780 will be spent. Nicki Coyle is assigned to make name signs for the chairs of each showcase recipients.
Judy Rinker will be the announcer of the showcase winners.
Sharon Hutcheson made a motion for the VCCA to make a \$25 donation to Judy Rinker (LRCC), Jack Ancell & Neka Wilson (MECC) for their contribution to the conference. Karen seconded the motion. Motion carried.
- Balloting Two people, not on the Executive Committee, are to be selected to be in charge of balloting.
- Election of Officers Alan Harris will appoint a nomination committee for election of officers
- Banquet Recognition Alan Harris will send out an email to all college contacts to inform them that they will be recognized during the banquet.
- Awards Lifetime Membership
Excellence in Education
- Decorating Committee George assigned the following people to the decorating committee: Issi Patterson, Karen Roberson, Kay Robertson and George Hoffman. Materials from previous conferences will be used. Karen Roberson made a motion to set the decoration budget at \$400. Chris Pauly second the motion. Motion carried
- Attendee Packet Sharon Hutcheson made a motion that Becca check prices on items for the attendee packets, not to exceed \$15 per person. Becca second the motion. Motion carried.

Items discussed were keychain flashlights, portfolios, flash drives, and neck wallets.

Door Prizes

College contacts will be asked to bring door prizes

Concurrent Sessions

Denise Harrison distributed the 2009 Concurrent Session Proposal list and each presentation was discussed.. Rena Mallory will get information from Jerry Lane at CVCC about a self defense session. Nicki Coyle will ask Chris Lee in the HR department about doing a session pertaining to Advancing Yourself in the Workplace. Sharon Hutcheson will ask someone from the task force to provide a session on environmental sustainability.

Bylaw changes

Becca Slayton made a motion to change the word CONVENTION to CONFERENCE in the bylaws. Chris Pauly seconded the motion. Motion carried. Sharon Hutcheson will write the rationale that will be sent to the membership for consideration by the Assembly at the conference.

2010 Conference

Alan Harris provided information on the 2010 VCCA conference location. Alan presented three locations. The Renaissance in Portsmouth provided the best overall deal. The Executive Committee discussed signing a contract. Alan made a motion to sign the hotel contract. Becca seconded the motion. Sharon made an amendment to Alan's motion to wait until September 20 to decide on signing the Renaissance contract. Karen Roberson seconded the motion. Motion carried.

A tentative meeting date was set for September 10-11, 2009 at the Hotel Roanoke to finalize the conference plans.

Having no further business, the meeting adjourned at 11:55 a.m.

Respectfully Submitted

Nova Wright, Secretary.