



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

September 14, 2004

MEMORANDUM

TO: Steering Committee Members
2004 NCCC System Conference

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: Steering Committee Meeting

A meeting of the Steering Committee is scheduled for October 1, 2004 at 11:00 a.m. in the Edinburgh Room at the Joseph S. Koury Convention Center, Greensboro. Please make every effort to attend this final meeting prior to the conference.

A copy of the minutes from the June 3, 2004 meeting is attached for your review.

You may contact Ken Whitehurst at 919/807-7098, whitehurstk@ncccs.cc.nc.us, with any questions. We look forward to seeing you there.

DAP/pk

Attachment

S04-027
E-mail

June 3, 2004
2004 System Wide Conference
Steering Committee
Joseph S. Koury Center
Greensboro, NC

Attendance:

Delores A. Parker, Ken Whitehurst, Darryl McGraw, Mike Pittman, Carolyn Snell, Eldon Meacham, Carol Bowers, Jalaine Gross, NCCCS Staff; Elizabeth Isler, Consultant; Linda Phillips, Bryon Robinson, Instructional Administrators Assn.; Linda Thomas-Glover, GTCC, Host Institution; Mary Rittling, President's Association; Kay Albertson, and Drema Holder.

Dr. Delores A. Parker opened the meeting at 10:00 a.m. Eldon Meacham was welcomed back from his tour of duty overseas. Dr. Parker also announced that Linda Thomas-Glover would be leaving July 13.

The minutes of the February 13, 2004 meeting were amended as follows:

Correction Paragraph 2, item e: AT&T should be NC A&T

Correction Paragraph 8, Mr. Robinson noted a discrepancy in the description of activities sponsored by the Instructional Administrators Association; The Sunday evening reception at 5:30 p.m. is separate from the social and dance in the Fifth Seasons Lounge at 9:00 p.m.

The minutes were approved as amended.

Dr. Parker reported that the keynote speakers have been confirmed. Speakers are Mr. Cam Marston; Dr. John Roueche; Ms. Jeanne Robertson; and President Lancaster. The fees for the outside of the system speakers will be paid from Carl D. Perkins funds.

Ms. Elizabeth Isler gave an update on conference planning activities to date. 290 sessions have been accepted this year. Sunday will begin at 10:30 a.m. with pre-conference workshop sessions and general interest sessions through 4:00 p.m. There will be no refreshments on Sunday except for the Sunday evening reception. A rough draft of the program guide was handed out to the committee members. Final draft is anticipated to be ready on June 11. Mr. Ken Whitehurst commented that Sunday will be interesting with association meetings, workshops, and general sessions.

Elizabeth told the members that this is an ideal time to ask for pre-registration to be returned by Sept. 2 and asked for feedback from the campuses on the electronic registration which will be live on July 6..

Dr. Linda Phillips suggested that prior to the next conference the college calendars need to be checked for activities that would conflict.

Mr. Whitehurst went over the conference planning calendar through October.

Schedule-at-a-Glance:

Pre-registration due 9/2/04

Pre-registration workshop 9/29/04

Final walk-through 10/01/04
AV/Meals still need to be finalized.

Conference 10/10-10/12/04

Ms. Isler reported on problems with Construction Enterprise printing the program guide. We will be using NCSU University Graphics instead. Expect to print approximately 3,500 programs at a cost of \$2.33 each for a total of \$8,171.00. She is still not sure if we will be able to get a color cover. Presenters will receive a notification letter next week.

Mr. Mike Pittman reported that the e-procurement process for purchasing the bags will be entered today and will need to go out for pricing bids. Expect the first order to be 3,000.

Dr. Darryl McGraw reported on the Web registration process. The site is established and expected to go live on July 6. He discussed the registration site and menu and passed a sample form. There will be a count kept of the number registered, expecting 3,000-4,000, and a section listing the names of persons registered. The hotel registration will be a form that will require calling or faxing to the hotel. Fayetteville Technical Community College is hosting the conference web site. The Program Guide will be added to the web as soon as a final draft is complete. A notice is being sent out with a link to the web site on July 6. Web Pre-registration will be closed on September 2 so there is time to generate the name tags and receipts. Registrants after this date will need to register at the conference and pay there. There will be a laptop available at the registration desk with the registration database to prevent overpayments and the ability to print name tags/receipts instantly. This is a new process for us and Dr. McGraw welcomes input from the colleges. Receipts will be with name tags in the individual colleges bag of information at check-in. If the college pre-registers with a check to accounting and a list of attendees, a receipt will be sent to the college. Individual (walk-ins) will be receipted separately at registration. Registration fees are to be paid by one check per college accompanied by a list of attendees. Substitution of attendees is allowable for last minute cancellations up to the day of attendance with the signature of college president or chief academic officer and is preferred to refunding funds. There will be no refunds to colleges or individuals until the conference is completed and all bills are paid. Any remaining funds can be used for refunds. Dr. Parker wanted to know if funds are available to pay for part-time staff fees. Mr. Byron Robinson and Dr. Phillips answered yes. Dr. Parker wants to make sure that college advisory committee and board members know they are encouraged to attend. She also expressed appreciation for the partnerships with Guilford Tech and Fayetteville Tech.

Ms. Carol Bowers reported that 16 meal functions for 14 groups have been requested. She is waiting for confirmation from two or three. Reception and breaks will be decided when the most recent menu is available.

Mr. Robinson reported that there are 50 paid vendors at \$350 each for a total of \$17,500. Walk-ins will come in on Sunday. Mr. Pittman was contacted by Data Tel subcontractors who will be added to the list. Calls coming in to Mr. Pittman are being funneled to Mr. Robinson and Ms. Shawna Chastain. Politicians are being turned away. The NCI AA hopes to have \$35,000 available for the Sunday evening reception.

Mr. Whitehurst reported that the selection process is complete. Mr. Eldon Meacham was able to divide rooms to accommodate as many workshops as possible. Letters will be sent to the presenters when rooms have been confirmed with the hotel, probably within the next 3 weeks. Participating organizations will be acknowledged in some manner to be determined.

Ms. Isler reported that the budget was based on 3,000 attendees. Mr. Robinson advised steering committee members to ensure presenters to plan ahead for equipment needs. Unauthorized equipment requests at the hotel will not be reimbursed. A notice will be given to the hotel stating that "No additional equipment unless a signed authorization from Elizabeth Isler and/or Darryl McGraw is provided". The hotel will send a list of equipment available for use to the vendors. The vendors are responsible for their own equipment and plug-in costs.

The Sheraton will have 900 rooms available and the ParkLane will have 202. A shuttle service is available between these two hotels Ms. Isler encourages the use of these first as we are committed to a certain number of rooms. The hotel will not accept phone registrations, the form on the web site must be used.

The next meeting is scheduled for Oct. 1. This will be the final pre-conference walk-through to meet with the hotel staff contacts and view the rooms. The management team (Isler, Whitehurst, McGraw, Pittman) will notify committee members if an August meeting is needed.

The steering committee supports the decisions made by the management team and does not need to review letters sent to presenters.

Dr. Parker will attend the President's meeting at the end of July so any issues given to her will be addressed there. Be sure faculty and staff understand that this is a system-wide conference, replacing many individual conferences during the year held by different groups. She also expressed the thanks of the System Office for all the time steering committee members are committing to making this conference successful, especially from President Lancaster.

The meeting adjourned at 11:20 a.m.

Respectfully submitted,

Pauline C. Kury,
Secretary