

## **CCPRO Business Meeting**

IIPS Conference

July 25, 2007

10:15am

Executive Committee members present: Mark Puterbaugh, Kim Lawing, Betty Adams, Kimberly Blue, Becky Mulligan, Lee Proctor, Paul Earls, Dorie Richter, Deborah Grimes, Kelly Pipes, and Keith Brown, Associate VP Research and Planning Services

Mark Puterbaugh, President of CCPRO, called the meeting to order and welcomed participants. He introduced himself as the president of CCPRO and Executive Committee members introduced themselves.

Mr. Puterbaugh recognized Kim Lawing, President-Elect, as the coordinator of the Planning and Research sessions at the 2007 IIPS Conference. He expressed his appreciation to her, to the CCPRO Executive Committee members who provided assistance to her in the planning of this conference, and to Lee Proctor, Director of the Central Region for his support. He also thanked Paul Earls, CCPRO Webmaster for his hard work in keeping the CCPRO website updated.

In conclusion to his introductions and acknowledgements, President Puterbaugh expressed his sincere appreciation to the institutional planners and researchers who took the time out of their busy schedules to attend the IIPS conference, and he especially thanked those who presented and shared their expertise during the information sessions.

An email link will be sent to conference participants for evaluating the Planning and Research sessions.

### **Proposed By-Laws Amendment**

On behalf of the CCPRO Executive Committee, President Puterbaugh announced a proposed amendment to Article V, Section 4 of the CCPRO By-Laws:

*In the event that a vacancy occurs in an elected office during the year, the President shall nominate a replacement who shall fill the vacancy for the remainder of the term with approval of a majority of the membership of the Executive Committee.*

As Article V, Section 4 currently reads, if a vacancy occurs prior to the summer conference, the office is vacant until a special election is held at the summer meeting. If a vacancy occurs after the summer meeting, the office is vacant until the regular winter conference election.

The proposed change would allow for vacant Executive Committee positions to be filled immediately so that the CCPRO Executive Committee would have full representation at all times.

A motion was made by Lee Proctor and seconded by Kim Lawing to approve the By-Laws Amendment as read. The motion passed and carried.

### **Regional Alignment of CCPRO**

President Puterbaugh discussed the Executive Committee's goal of having an increased collaboration between CCPRO regions. He reviewed the current breakdown of the three divisions:

Western Region	12 colleges
Central Region	22 colleges
Eastern Region	24 colleges

The Executive Committee met on April 4, 2007 and reviewed the current division among areas, and after much discussion and consideration, determined a more equitable distribution of colleges per region. The redistribution of colleges to regions would affect seven (7) colleges. Mr. Puterbaugh presented a color-coded state map with the colleges marked in their prospective regions. The following revised breakdown would be:

Western Region: Add Catawba, Gaston, Cleveland, and Mitchell Community Colleges; move Surry Community College to the Central Region.

Central Region: Add Surry, Fayetteville Technical, and Johnston Community Colleges

Eastern Region: Move Fayetteville Technical and Johnston Community Colleges to Central Region.

With the above changes, the *proposed breakdown of community colleges* per area would be as follows:

Western Region	=	15
Central Region	=	21
Eastern Region	=	22

An email was sent out by the Executive Committee in April 2007 to CCPRO members about the proposed realignment of divisions. The Executive Committee received no opposition. According to CCPRO By-Laws, an approval by vote to redistribute colleges per region is not required. President Puterbaugh announced that the new regional distribution would take immediate effect and he suggested that after a year, if the new regional organization was not working for a region or college(s), a change would certainly be made.

### **2008 CCPRO Winter Conference**

Kim Lawing, President-Elect, expressed her appreciation to those people who presented and shared their expertise at the IIPS Conference. She thanked many members who were

“hands-on” with preparations for the Planning and Research sessions at IIPS. She encouraged other members to share their experiences and knowledge at future sessions. She also thanked Mark Puterbaugh for being a working president and for addressing important issues to CCPRO.

Ms. Lawing announced that the upcoming 2008 Winter Conference is scheduled to be in April, not in February, due to the Asheville location and consideration for the likelihood of inclement weather during earlier months. CCPRO has joined with NCAIR and SCAIR to provide this conference. The conference will likely be at the Asheville Renaissance Hotel. SCAIR representative, Nancy Floyd, is currently negotiating with the hotel for a contract. Once the hotel contract is signed, a link will be posted on the CCPRO website for details about the conference.

Based on the feedback that is received from the beginners’ Query-Builder training sessions this fall (to be scheduled), the April conference may offer more intermediate and/or advanced training sessions on Query-Builder and building data warehouses. Ms. Lawing asked CCPRO members to email her with suggestions for additional sessions at the April conference.

Susan Crepeau at Craven Community has been in contact with Jeff Hill at UNC-GA for assistance with using data from the Space Utilization Report. Mr. Hill has offered to meet with CCPRO anytime to help everyone better understand the report data and how to use it for facilities planning, etc. Kim pointed out that data from the report is always based on usage of space during fall semester only. Ms. Lawing asked members to think about what their needs were and to share them with her so that the Executive Committee can present them to Jeff Hill. This will help Mr. Hill to prepare a presentation for CCPRO at the upcoming conference in April.

In reference to **space utilization**, Keith Brown, Associate Vice President of Planning and Research Services with NCCCS, discussed an issue under evaluation involving distance learning and space utilization. When assessing space utilization, the state looks at FTE and facilities usage. Distance learning locations are coded by the facility which is based on where the course instruction originates and where the main server is located. As the colleges work with auditors and consultants to evaluate their space utilization, any questions that arise over distance learning should be directed to the auditors.

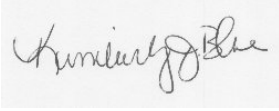
Kim Lawing will send an email summarizing the FTE and Space Utilization information to CCPRO members.

President Puterbaugh concluded the Executive Meeting by expressing his appreciation once more to participants. Kim Lawing thanked Patsy Lackey for her wonderful support in coordinating communications about the IIPS Conference. Kim shared the address for the CCPRO website and encouraged everyone to complete an evaluation of the conference which was set up by Lee Proctor and Paul Earls.

*CCPRO Business Meeting Minutes  
July 25, 2007 (IIPS Conference)*

*The Business Meeting concluded at 11:00am and a general CCPRO session to review NCCCS updates followed.*

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kimberly Blue", is centered within a light gray rectangular box.

Kimberly Blue, Secretary of CCPRO