

CCPRO Executive Board Meeting
July 21, 2008
IIPS Conference
MINUTES

Board members and general members present:

Anne Hennis	Surry Community College
Kimberly Lawing	Cape Fear Community College
Ralph Huse, Jr.	Mayland Community College
Paul Earls	Central Piedmont Community College
Crystal Baird	Davidson County Community College
Ladelle Harmon	McDowell Community College
Dorie Richter	Beaufort Community College
Mark Puterbaugh	Davidson County Community College
Betty Adams	NCCCS
Deborah Grimes	Lenoir Community College
Kimberly Blue	Sandhills Community College

President Kim Lawing called the meeting to order at 4:10 p.m. She welcomed everyone and was pleased to introduce Ladelle, “Bo”, Harmon as the new CCPRO treasurer replacing Becky Mulligan.

Secretary Kimberly Blue expressed her appreciation to the executive board for their review and revision of the April meeting minutes, and presented the April minutes. Additional corrections to the April minutes: There is not a “ListServ fee” – but a fee for maintaining the website. “Website Fee” will replace *Listserv Fee*.

A motion was made, seconded, and passed to accept the minutes with the noted correction.

Mark Puterbaugh reminded that the September and December 2007 minutes were sent through email and will need a review and approval. Once they are approved, they will be posted online.

Treasurer’s Report

Treasurer Ladelle Harmon distributed and presented the Treasurer’s Report. Cash assets totaled \$16,120.26. The check register was presented and approved. Dr. Betty Adams suggested that a running total of expenses for each CCPRO hosted conference be kept as a way

to project future conference costs. Ms. Lawing will send Mr. Harmon a budget template useful in tracking conference expenses.

Western Region

President Lawing presented updates for Dave White who was not present. A location and time has not been secured for Query-Builder training with Matt Smith. A regional meeting was held, and a Query Builder session will be planned for the near future. Security issues with Query-Builder posed a problem with training because of some files being inaccessible. The issue will be evaluated in relation to planners and researchers having more or total access.

Eastern Region

Dr. Deborah Grimes announced that the Eastern Region did have Query-Builder Training and it was very well received. Fourteen people attended. Matt Smith facilitated more “hands-on” sessions including Q & A.

Carteret Community College had their peer review on May 22, 2008.

Central Region

Anne Hennis announced that the Central Region had a Query-Builder training session at Piedmont Community College in June and that 30 people attended. Participants submitted good feedback.

2009 Winter Conference

President-Elect Crystal Baird announced that planning for the CCPRO Winter Conference was underway and that there was a set-back with planning due to travel concerns. A contract is in the planning stage with the Atlantic Beach Sheraton. A date for the conference need to be determined and the issue of travel costs needs to be addressed by the Executive Committee before a contract is finalized. Everyone agreed that a travel contingency should be inserted in the contract to dismiss liability should the state government cancel all state travel.

After much discussion about dates and projected expenditures, everyone agreed that late February or early March were the best times for the CCPRO annual conference. President Lawing asked everyone to select a definite date and that an email will go out for a vote once Crystal collects 2-3 time options.

Ms. Lawing asked members to consider speakers for the Winter Conference. She suggested that Mark Milliron, be a possible speaker. Also the first president of CCPRO, David Smathers,

would be a good possibility. Ms. Lawing asked everyone to submit names of potential speakers to Ms. Baird.

CCPRO Website

Paul Earls stated that the NCCCS Performance Measures need to be updated on the website. Paul asked for assistance with this, and Dr. Adams stated she would notify Keith to assist in making sure the most accurate version of the performance measures is posted.

Perkins Data Project (Elizabeth Brown)

President Lawing stated that nothing had happened with the Perkins Data Project and there were no updates at the time.

AIR Membership

President Lawing addressed the issue over the AIR Membership – cost vs. benefits. Based on the feedback she had received from CCPRO members, it was agreed that a membership with AIR would not be pursued at this time.

Query Builder Training – recognizing Matt Smith

The Executive Board agreed that Matt Smith should be recognized for his assistance to CCPRO with Query –Builder training and advising. President Lawing reviewed the CCPRO by-laws relating to recognition for achievement, and everyone agreed that Mr. Smith should be recognized by CCPRO.

Online Business and *Robert's Rules of Order*

President Lawing reviewed *The Robert's Rules of Order* in relation to online business. Ms. Baird distributed a copy of *The Robert's Rules of Order*. The online issue is not addressed because of the traditional references of these standards. Ms. Baird asked that consideration be given to change the CCPRO By-Laws to include conducting online business such as meetings and minutes approval. After much discussion of how the rules apply to meetings and how they could apply to online meetings, Ms. Baird will research the issue further in an effort to draft a clause for the by-laws addressing online business and will have the Executive Board review.

New Business

Research and Institutional Effectiveness Training Planning Session

On June 5, 2008, Terri Manning hosted a meeting at CPCC of several CCPRO members, CPCC staff members, and Keith Brown and Annette Busby from the NCCCS office to discuss Datatel training and access for NCCCS planners and researchers. Mark Puterbaugh and Paul Earls from

the CCPRO Executive Committee also attended. The need to address training for IE departments was due to the fact that 2007-08 training was centered more for planners and not researchers. Other issues that need to be addressed that were identified by the group: R-18 security measures, IT audits and access to files, research personnel needing an understanding of how data is entered into the Colleague System.

At the June 5 meeting, Terri Manning suggested that CCPRO draft a letter to her that would serve as a formal recommendation and would provide documentation listing mnemonics, screens, possibly including screen shots, and other tools (e.g. Query Builder) that researchers need to do their job effectively. Terri would then take this document to Doug Eason and the CIS Steering Committee in an effort to improve Datatel access for NCCCS planners and researchers. President Lawing stated that she would move forward on the CCPRO letter and would work with Kathy Matlock, the previous presidential liaison from CCPRO, or her successor in drafting the letter. Once a letter is drafted, it would be reviewed by the CCPRO Executive Committee and then sent to Terri Manning for her review. From there, Terri would take the document to Doug Eason and Kim would forward it to the President's Association through Kathy Matlock or her successor.

CCPRO Newsletter – the committee discussed the need for a newsletter to raise awareness of CCPRO business and information. There was no interest at the time. The website provides updated and useful information.

New Faces to CCPRO – a “new faces” section will be added to the website. Pictures will be collected at the Winter Conference's Newcomers Roundtable.

Licensure Rates – Performance Measure

Crystal Baird asked the Executive Committee to address the issue of EMT-Intermediate licensures. Low EMT-I licensure pass rates are inhibiting the achievement for the licensure performance measure. Many colleges are having difficulty with meeting the licensure performance measure. The committee discussed the issue and determined low testing scores were due to test-timing issues, the test format, and unstructured testing standards.

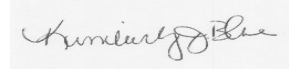
Dr. Adams suggested that the issue be addressed with Keith Brown. The committee agreed that further discussion is needed including the EMT-I test itself.

Next Executive Committee Meeting

The next meeting of the Executive Committee will be announced soon.

There was no further business.

The meeting was adjourned at 6:10pm.

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

Respectfully submitted,
Kimberly Blue, Secretary
CCPRO