

CCPRO  
Virtual Conference  
April 30, 2009  
**Business Meeting Minutes**

CCPRO members attending the 2009 Virtual Conference **(see attendance records for each region)** were present for the 2009 CCPRO Business Meeting. Following a presentation from the keynote speaker, Dr. Belle Wheelan, President of SACS-COC, Inc. and an update from Dr. Keith Brown, Association VP of Research and Performance Management, CCPRO held its annual Business Meeting.

**Executive Committee members present were:**

Kim Lawing, President	Deborah Grimes, Eastern Regional Director
Crystal Baird, President-Elect	Anne R. Hennis, Central Regional Director
Ladelle Harmon, Treasurer	David White, Western Regional Director
Kimberly Blue, Secretary	Paul Earls, Webmaster
Mark Puterbaugh, Past-President	Keith Brown, NCCCS Representative (At-Large)

**WELCOME**

President Kim Lawing thanked all CCPRO members for their time in attending the CCPRO conference. She acknowledged that a large number of CCPRO members attended despite having to pay their own expenses due to the travel freeze. She expressed her appreciation to Crystal Baird, in-coming president, for leading efforts to plan three conferences in 2008-2009, including the virtual conference, and for coordinating all the necessary technical applications and addressing issues that surfaced at each site. She also expressed her appreciation for the regional directors and virtual site coordinators in the Eastern, Central, and Western sites, as well as all the other Executive Committee members for all their hard work and support that helped to make the virtual conference possible.

**PRESENTATION OF CCPRO SERVICE AWARDS**

**Dr. Betty Adams**—An Outstanding Service award was presented to Dr. Betty Adams (via telephone), former NCCCS member At-Large and NCCCS Associate Director for Planning and Effectiveness. Dr. Adams was very instrumental and supportive to CCPRO in many ways as colleges tackled issues with long range planning and worked through internal issues regarding the Data Warehouse and controlling data integrity. Also, Dr. Adams worked with the regional directors in polling colleges to assess topics that needed to be addressed across the system.

**Mr. Matt Smith**, Institutional Researcher at Pitt Community College, was also presented with an Outstanding Service award for the Datatel training sessions he had provided and the extensive support he has offered to his CCPRO colleagues across the system. It was noted that most, if not all, of those present at the conference had benefited from the help and work of Matt, and that the decision to recognize his efforts had been the result of a unanimous vote of the CCPRO Executive Committee.

## **ANNOUNCEMENTS**

President Lawing announced that the following was accomplished by the CCPRO Executive Committee during 2008-2009 in spite of complications created by budget restrictions and travel freezes, which resulted in extensive planning by the Executive Committee to provide a conference to the membership:

- **New Treasurer**--Lawing stated she was pleased to announce that Ladelle “Bo” Harmon was appointed as the new treasurer last year immediately following the 2008 conference, replacing Becky Mulligan. She went on to say that Mr. Harmon had processed the necessary tax paperwork for CCPRO to obtain a new tax identification number as the previous one had expired. CCPRO has received that number. Mr. Harmon is filing FORM 990 with the Internal Revenue Service because, as a tax-exempt organization, it is necessary to report all financial information.
- **New Member-at-Large**--Keith Brown has been appointed as the member-at-large replacing Dr. Betty Adams after she had resigned from NCCCS to take a position in Virginia.
- **Updated CCPRO Listserv**--The CCPRO listserv was updated with the help of Paul Earls (CPCC), Patsy Lackey (CFCC), and Ken Martin (Carteret CC) .
- **Software Evaluation Council** - The first steps were taken to form a software evaluation council to offer feedback to the membership on what tools seem to be the most useful. Dave White, Western Director, has volunteered to serve as the CCPRO liaison between the CCPRO Executive Committee and the Software Evaluation Council. Guidelines need to be developed to provide the council a framework to operate within. More details will be shared as they become available.
- **Procedures Manual**-- Lawing stated that a CCPRO Procedures Manual was established to provide guidance to the CCPRO Executive Committee as it conducts the business of CCPRO. The manual will serve to give general guidance on matters that aren’t covered in the By Laws, such as the need for Executive Committee members to ensure that any binding contract should not be signed unless a clause is present that would hold the organization harmless in the event that *Acts of Government* or *Acts of God* occur that prevent CCPRO from fulfilling its contractual obligations. Guidance contained in the Procedures Manual should never contradict the By Laws, and the document should be reviewed annually by the Executive Committee and updated as needed.
  - Some other items to be covered in the Procedures Manual are as follows:
    - CCPRO Records procedures – All CCPRO officers are required to maintain appropriate CCPRO records and files in an orderly and secure manner that will facilitate a transfer of records and files to their successor.

- Minutes of meetings—Once approved, minutes will be signed by the Secretary and scanned into a PDF document to be submitted to the CCPRO webmaster.
  - Annual filing of tax forms --Each year, the CCPRO Treasurer will complete the annual tax forms and submit them to the IRS as part of the requirements of a tax exempt organization.
- **Proposed Changes to By Laws**--President Lawing announced that changes to the By-laws have been proposed by the Executive Committee and are being presented for consideration by the general membership. The changes are to be voted on by the general membership at the next scheduled CCPRO Business Meeting. President Lawing displayed the proposed changes on screen, so that everyone could see them. She explained that the rationale behind the proposed changes are, in essence, meant to protect the members of CCPRO and preserve the organization for its original intended purpose—to support the work of planners and researchers within the North Carolina community colleges. Lawing stated the proposed changes would be sent via email to the general membership in advance of the vote for review and discussion.  
(See attached proposed By Law changes that were presented)

### **TREASURER'S REPORT**

Mr. Bo Harmon gave the following update:

- CCPRO checking account and savings account balances were shared.
- CCPRO has received a new federal identification number for tax-exempt status.
- A FORM 990 has been filed on behalf of CCPRO.

### **REGIONAL REPORTS**

**Central Region--Dr. Anne Hennis gave the following update:**

- New Central Region members were introduced.
- Matt Smith conducted Query-Builder training at Piedmont Community College.
- A survey was administered to the Central Region to discover topics of interest that need to be addressed for professional development purposes.

**Eastern Region--Dr. Deborah Grimes gave the following update:**

- Query-builder training was presented by Matt Smith on May 29<sup>th</sup>, and 25 people participated.
- Keith Brown had a session for SPSS on October 22 – 40 people received training.

**Western Region--Dr. David White gave the following updated:**

- The CCPRO video conference marks the fourth time the Western Region has met during the past year. Meetings were held in May and November 2008 and January 2009. Meetings have been well attended. A number of new members have been welcomed, including:
  - Kevin Rouse (Catawba Valley CC)
  - Jun Wen (A-B Tech)

- Carol Ann McLendon (Blue Ridge CC)
  - Robin Wiggins (Isothermal CC)
  - Zaneta Summers (Mitchell CC)
  - Chuck Bowling (Caldwell CC)
  - Nicole Fogle (Caldwell CC)
  - Bill Lefevers (Western Piedmont CC - from Stanley CC)
- The most popular discussion topics for the Western Region during the past year have been the continuing need for training, the need for more collaboration among CCPRO members, and problems completing IPEDS reports.

**Election of New Officers for 2009-2010**

Past-President Mark Puterbaugh announced the slate of new CCPRO Officers for 2009-2010 to be voted on by CCPRO members. Elected officers assumed office immediately.

President	Crystal Baird
President Elect	Deborah Grimes
Past President	Kim Lawing
Treasurer	Ladelle “Bo” Harmon
Secretary	Dale O’Neill
Eastern Regional Director	Matt Smith
Central Regional Director	Anne Hennis
Western Regional Director	Dave White
At-Large member	Keith Brown
Webmaster	Paul Earls
Historian	Dorie Richter

***A motion was made and seconded to accept the slate of officers for 2009-2010 by acclamation. CCPRO members present voted unanimously to accept the new officers for 2009-2010.***

Kim Lawing addressed the membership, stating it had been her honor and privilege to serve as the CCPRO president during the past year. She said it had been a tremendous professional development experience and she encouraged others to get involved in serving in the organization.

Lawing said she was very pleased to introduce Crystal Baird as the new president for CCPRO, stating that Crystal is very talented, smart, and will do a great job!

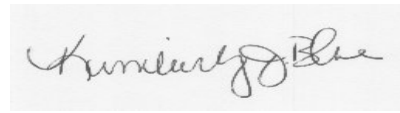
**CLOSING REMARKS**

On behalf of CCPRO, President Crystal Baird presented a plaque to Past-president, Kim Lawing, in recognition of her outstanding leadership.

President Baird expressed her appreciation to past-president Lawing, the CCPRO Executive Committee, regional leaders, and all CCPRO members for a successful conference. She thanked everyone for their support and assistance in making the virtual conference possible. Ms. Baird mentioned that she hoped CCPRO would be able to have a traditional conference at some point, but utilizing technology had certainly provided a significant savings in a tight budget year and had certainly proved to be a good option.

*The meeting was adjourned, ahead of schedule, and professional development sessions followed in each region. Lunch was served to participants at each regional site following professional development activities.*

Respectfully submitted,

A rectangular box containing a handwritten signature in black ink. The signature appears to read "Kimberly Blue".

Kimberly Blue, CCPRO Secretary

**ARTICLE III**  
**MEMBERSHIP**

**SECTION 1.** There shall be two types of membership: active and associate.

**SECTION 2.** Active membership shall be open to those individuals whose duties include responsibility for institutional effectiveness, research and/or planning in the North Carolina Community College System. All individuals with these duties are deemed active members unless requested otherwise by the individual.

**SECTION 3.** Associate membership shall be open to those other persons who have an interest in institutional effectiveness, research and/or planning. Associate members are entitled to all rights and privileges of Active members except voting and holding of office, and may join at any time during the year.

**ARTICLE V**  
**ELECTIONS AND VOTING**

**SECTION 1.** Each active member shall have one vote.

**ARTICLE IX**  
**AMENDMENTS**

**SECTION 1.** The Executive Committee shall have the power to recommend amendments to the constitution provided the proposed amendments are circulated to the general membership at least four (4) weeks prior to the organization's primary annual meeting at which time the proposed amendments shall be considered. Any amendment must be approved by two-thirds (2/3) vote of the active membership present.