

CCPRO Executive Committee Meeting

April 4, 2007

NCCCS Office, Room 467

Minutes

Present:

Mark Puterbaugh, President	Davidson County Community College
Kim B. Lawing, President-Elect	Cape Fear Community College
Dr. John Gossett, Past President	Mayland Community College
Becky Mulligan, Treasurer	Wayne Community College
Kimberly Blue, Secretary	Sandhills Community College
Dr. Deborah Grimes, Eastern Region	Lenoir Community College
Lee Proctor, Central Region	Piedmont Community College
Kelly Pipes, Western Region	Wilkes Community College
Dr. Betty Adams	NCCCS
Paul Earls, Webmaster	Central Piedmont Community College
Dorie Richter, Historian	Beaufort County Community College

President Mark Puterbaugh welcomed committee members to the meeting.

Treasurer's Report

Treasurer Becky Mulligan shared the financial report. The checking balance is \$5,837.49 and shares, \$7,807.09. A summary of revenues and expenses from the 2007 CCPRO Conference was distributed for review.

Secretary's Report

Secretary Kimberly Blue stated that the minutes of the February 2007 meeting were reviewed by Mark Puterbaugh and sent to Paul Earls for the CCPRO website.

Regional Alignment of CCPRO

President Puterbaugh distributed a handout of the CCPRO regional breakdown. He also presented a state map with all NCCCS institutions marked. Mr. Puterbaugh asked members to give thoughtful review to the geographic structure of the CCPRO regions and to make recommendations for changes that would produce a more equitable distribution of the colleges into the regions. The number of community colleges in each region is as follows:

Western Region = 12 colleges

Central Region = 22 colleges

Eastern Region = 24 colleges

After much consideration and discussion of the divisions and the rationale for the current structure, the committee decided that a reorganization affecting seven (7) colleges would

better define regions, and as a benefit, would potentially support and encourage collaboration and improved communications. The following breakdown was recommended by committee members and will be submitted to the IE Directors for a proposed regional reorganization:

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

2007 IIPS Conference Planning (July 23-25, 2007)

President-Elect Kim Lawing announced the dates for the upcoming IIPS Conference: July 23-25th in Charlotte, N.C. She is currently planning for conference sessions and asked the Executive Committee to make recommendations. Ms. Lawing is currently working with Debbie Paul for a “nuts and bolts” presentation on space utilization, and she will approach Jeff Hill at UNC-GA about offering an overview presentation on the space utilization report and how it can be used to support IE.

Approximately 20-30 CCPRO members, on average, attend the IIPS conference.

The following session topics were recommended by the committee:

- Newcomers’ session
- ICR Reports – Paul Earls
- Blackboard outcomes
- Space utilization (already in process)
- Data integrity
- Student Tracker training
- SACS
- Internal Data Warehouse reports
- IPEDS update and issues

Presentations covering NCCCS updates, new Performance Measures, and business continuity planning will most likely be given in general sessions.

It was also suggested that a special dinner engagement be planned for newcomers.

The committee discussed the need for CCPRO to address Datatel issues at the July conference. Paul Earls stated that a link had been posted on the CCPRO website as suggested by Keith Brown at the CCPRO February conference for collecting Datatel concerns. The committee decided that it would be very important to raise awareness about the website link. It was decided that CCPRO would raise awareness about the link and the importance of collecting and coordinating written evidence about Datatel problems encountered. Members agreed that presenting documented problems would certainly help support initiatives to resolve Datatel matters.

2008 CCPRO Conference Planning and 2007 Conference Follow-up

President-Elect Kim Lawing announced that we're getting close to making a decision on the location of the 2008 CCPRO Annual Conference, which will probably be held in April. It is likely that the conference will be held in Asheville, with hotel negotiations still in progress with the Grove Park Inn and the Renaissance Hotel. This is a regional joint conference with NCAIR and SCAIR (with a possibility of Georgia joining, as well) and the registration funds and vendor support will pay for the conference.

Ms. Lawing asked committee members for suggestions on participating vendors. The following vendors were recommended:

SAS	Datatel
Blackboard	National Student Clearinghouse
SNAP	Scantron
Noel-Levitz	CDW
CC Benefits	DELL
GATEWAY	Staples
Office Depot	GIS
IPEDS	

Ms. Lawing will keep the committee posted on progress with the planning efforts.

CCPRO By-Laws

President Puterbaugh inquired about a final copy of the by-laws for posting on the CCPRO website. Currently, a draft copy of the by-laws is posted. Paul Earls will address the issue to get the most current by-laws posted. Mr. Earls stated that many of the regional meeting minutes have not been sent in for posting. The committee needs to raise awareness throughout the regions to send in current meeting minutes for the website.

Proposed Regional Meeting Topics/Emphasis for 2007-08

Dr. Betty Adams recommended that the committee encourage folks to document their problems using the CCPRO system link. This will give CCPRO documented evidence of repeated problems that the Helpdesk continues to report as new. After much discussion, the committee agreed.

It was also suggested by Dr. Adams that directors poll colleges to assess the topics most in need of addressing for their areas.

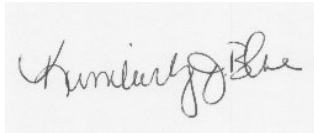
The committee suggested to President Puterbaugh that a monthly email go out to CCPRO and CC Planners about posting issues on the website link.

Other Business

The results of the February conference's evaluation rendered a 95% satisfaction rate among participants with lodging facilities, meeting facilities, and conference location. The conference was held in Pinehurst at Little River Golf Club.

Date for Next Meeting

The next Executive Committee Meeting will be held at the IIPS Conference in July. Details will be forthcoming from President Puterbaugh.



Respectfully submitted,
Kimberly Blue
Secretary
CCPRO