

CCPRO Executive Committee Meeting

April 22, 2008

MINUTES

Present: Betty Adams, Paul Earls, Dorie Richter, Deborah Grimes, Mark Puterbaugh, Kimberly Blue, Crystal Baird, Anne Hennis, David White, Kim Lawing

Absent: Becky Mulligan, Treasurer

President Kim Lawing welcomed those present and called the meeting to order at 10:00AM.

**February 27, 2008 Business Meeting Minutes**

Kimberly Blue, CCPRO Secretary, presented the February 27, 2008 Business Meeting Minutes. A draft was distributed to the executive committee for review.

*A motion was made, seconded and passed to accept the February 27, 2008 Business Meeting Minutes as presented in the draft.*

Ms. Blue will send Paul Earls a final copy of the minutes to post on the CCPRO website.

**Budget Review:**

President Lawing announced that Becky Mulligan would not be present and that Ms. Mulligan would be resigning as treasurer. Ms. Lawing will ask the Executive Committee later in the meeting to appoint an alternate.

Ms. Lawing distributed and reviewed the CCPRO Financial Report prepared by Becky Mulligan. The account balance as of April 3, 2008, was \$16,699.13. The 2008 Winter Conference earned a net profit gain of \$1,718.72. Ms. Lawing expressed her appreciation for the tremendous support that was provided by vendors during the Winter 2008 conference, and stated that Entrinsik, Inc. sent an additional \$500 on March 7, 2008 for a second vendor representative who was present at the Winter conference.

*A motion was made, seconded and passed to accept the Treasurer's Report as presented.*

**Winter 2008 Conference Survey Feedback**

Dorie Richter, CCPRO Historian, shared feedback from the Winter 2008 Conference at Little River Golf Resort. All feedback was positive and the session that participants found most useful was the SACS presentation conducted by Dr. Michael Johnson of SACS. The least useful session

noted was the information presented about the Facilities Master Plan. Survey respondents/participants indicated future conference sessions should include SACS reaccreditation and retrieving data from Colleague (Datatel).

Ms. Richter asked for input on using the Zoomerang® Survey instrument, and everyone agreed that the survey instrument was useful and should be continued for future conferences. The survey results provide valuable feedback to conference planners.

### **IIPS Conference, July 21-23, 2008**

President-Elect, Crystal Baird, asked committee members to think about sessions for the upcoming IIPS Conference in July. The planning committee for this conference will coordinate interests in common to both groups (IIPS and CCPRO).

Dr. Betty Adams stated she would be glad to have an overview of key indicators from the long range plans submitted by the colleges. She is currently compiling a list of trends and preparing a summary of common indicators among the community college system.

Past-president, Mark Puterbaugh, reviewed session highlights of the last IIPS Conference for consideration and direction. There were seven (7) sessions at the 2007 IIPS Conference that were helpful to planners and researchers.

After much discussion on what would be most helpful to planners and researchers attending IIPS, the committee decided on the following for 2008 sessions:

1. Betty Adams – long range planning report analysis
2. Matt Smith – Datatel/Colleague
3. IPEDS update from Keith Brown
4. Tracking data from private schools
5. NCCCS update
6. SACS update from Dr. Johnson
7. Survey software
8. Roundtables

Ms. Baird stated that she would start contacting the appropriate people to coordinate these sessions. She expressed her appreciation to the committee for their ideas.

### **2009 CCPRO Winter Conference**

President Lawing announced that conference planning for the 2009 CCPRO Winter Conference was underway. Crystal Baird has been in contact with the Atlantic Beach Sheraton (1<sup>st</sup> choice) and Little River Golf Resort (2<sup>nd</sup> choice) about accommodations.

It was suggested by Dr. Adams to have the conference at the most convenient location to all colleges. The committee agreed that time, gas, and other related travel expenses needed thoughtful consideration when making decisions about system-wide events. It was also pointed out that with the substantial increase in gasoline, it would be important to have a clause in a hotel/conference contract that allows a state organization to be dismissed from an agreement if the state decides to cease all travel. Executive committee members supported the decision to have the clause. Ms. Baird indicated she would follow-up to make sure a clause was included in the contract allowing CCPRO to be dismissed from contract obligations if the state were to decide to cease state employee travel.

In addition to discussing location, the committee discussed the timing of the CCPRO Winter Conference held annually during the early part of the spring semester. All agreed that February was the better time due to a substantial increase in college activity in the later half of the semester. Also as a benefit, rates are generally reduced during the later part of winter at most hotels and facilities in popular areas like Atlantic Beach and Pinehurst.

Ms. Baird stated that once negotiations are made with a hotel/conference facility, the drafted contract will be forwarded to the CCPRO Executive Committee for a thorough review and approval process.

### **NCCCS Conference**

President Lawing asked the committee for feedback on attending the October NCCCS conference. The conference is set for October 12 – 15, 2008. The NCCCS holds this conference every other year and it traditionally has had an emphasis on and an involvement with curriculum and program divisions. The prospect of CCPRO involvement at the NCCCS Conference was discussed favorably at our annual meeting/Winter Conference last February. Ms. Lawing went on to say that there would be benefits to attending the conference which were highlighted during the earlier discussion, including more awareness and networking for those involved in institutional effectiveness and research; however, there are already two organizational conferences that planners and researchers are attending (CCPRO and IIPS); would it be really that beneficial to plan for all?

After much discussion about the benefits of all the conferences and meeting networks, Mark Puterbaugh and Deborah Grimes, who are planning to attend the NCCCS Conference this October, will evaluate a need for CCPRO participation and will report back to the committee their observations and overall opinion.

### **CCPRO Listserv Maintenance**

Executive Committee members discussed the need to have the CCPRO Listserv updated as new IE personnel enter the network and IE employees exit. For the last several years, the listserv has been maintained by Kenneth Martin at Carteret Community College. Paul Earls, CCPRO webmaster, added that he tracks the requests that come in for additions and removals through the CCPRO website and then he contacts Kenneth to make the server adjustments. Paul emphasized that not all new employees are added because of communication issues.

Ms. Lawing stressed that it was important to keep the Listserv current and her office has been comparing it to the annual, updated directories that are distributed to all CCPRO members. Paul Earls stated he would continue working with Ken to update the Listserv and offered to inquire about personnel replacements when requests come in to remove names.

Mr. Earls suggested adding information to the FAQ section on the CCPRO website that references the Listserv and how to get connected. Mr. Puterbaugh suggested to the committee a review of the FAQ section on the website and to make suggestions to Paul for improving information overall. Ms. Lawing stressed that it is important to keep communication running so that more people in CCPRO feel connected and encouraged to participate in CCPRO activities.

### **Colleague/Datatel Regional Training and Peer Audit**

Ms. Lawing announced that Matt Smith, Research Coordinator at Pitt Community College, will be facilitating and instructing regional Colleague/Datatel training on May 15, 2008 at Asheville-Buncombe Technical Community College for the Western Region. There will be additional training in June which Matt will announce soon.

Dr. Deborah Grimes, Eastern Regional Director, announced Query-Builder training will be held May 29, 2008 at Lenoir Community College with Matt Smith from Pitt Community College as Instructor for the Eastern Region.

Ms. Lawing reviewed the feedback from Matt Smith's survey sent out to CCPRO which inquired about institutional training needs. Suggestions were to conduct 4-5 beginner sessions and 2-3 sessions for advanced users within the regions. Ms. Lawing will suggest to Matt to work through the CCPRO regional directors to arrange the training.

Dr. Grimes announced that a CCPRO Peer Review Audit would be held on May 22, 2008 at Carteret Community College. Bill Thompson from Wayne Community College and Keith Brown from the NCCCS will be serving on the audit team.

### **Data Integrity**

President Lawing announced that a meeting was held following the end of the 2008 Winter Conference on February 27<sup>th</sup> with Elizabeth Brown of NCCCS. Several CCPRO members were in attendance. The meeting focused on Perkins data and what information the federal government can release with regard to students. Ms. Brown has suggested having consulting sessions with CCPRO members in relation to data integrity of student information processed federally. Dr. Adams suggested looking at this issue later; she will address it with Keith Brown.

### **AIR Membership**

President Lawing asked executive committee members to assess the need for CCPRO to affiliate with the Association of Institutional Researchers (AIR). Is this an affiliation that would be beneficial to CCPRO? NCAIR (the North Carolina chapter) represents 4-year colleges and if CCPRO joined AIR, this would mean our organization would become a chapter that would represent community colleges in North Carolina.

A concern was raised over the cost of membership vs. benefits. Ms. Lawing responded by saying that AIR would include the following as membership benefits:

1. Free web posting
2. Use of the AIR credit card system for processing registration fees, etc.
3. Dates and information about conferences and events

Dr. Adams suggested that a representative from the CCPRO Executive Committee serve on AIR. Ms. Lawing added that to become a member of AIR, a college or representative must be a member of AIR. She closed the discussion by stating that a decision to join AIR would remain undecided until more information could be gathered and the prospect revisited by the executive committee.

### **Online Business/Activity**

Executive Committee members discussed the use of online business in relation to discussion boards, voting, and other activities pertinent to CCPRO. Ms. Baird stated that she would check into the *Robert Rules of Order* to assess the perimeters of business activity. Ms. Richter explained that organizational by-laws can be changed to reflect online business, and that it is reasonable to allow flexibility in the way an organization conducts business as long as activities are maintained in an official capacity. Ms. Richter went on to recommend to the committee that an online network of communication be built and that the network be recorded into the bylaws.

Ms. Lawing asked that Ms. Baird proceed with her follow-up on the *Robert Rules of Order* to examine flexibility with business order and to report back to the Executive Committee at the next meeting.

### **Office Vacancy: CCPRO Treasurer**

As mentioned at the beginning of the meeting, President Lawing stated that Becky Mulligan would have to retire from the Office of Treasurer. Ms. Lawing would like the committee to consider Ladelle Harmon, Director of IE at McDowell. Mr. Harmon was a previous treasurer with IIPS and has agreed to replace Ms. Mulligan if he is asked.

*A motion was made, seconded, and passed to appoint Ladelle Harmon to the Office of Treasurer for CCPRO 2008-09.*

### **CCPRO By-laws**

President Lawing asked the Executive Committee to review the Bylaws (distributed) before the next Executive Committee meeting.

### **Office of Parliamentarian**

President Lawing posed the question for a need to add a Parliamentarian to the CCPRO Executive Committee as a way to ensure business is conducted in an orderly and official way as defined by *The Robert Rules of Order*. Members present felt there was no need to have a parliamentary officer at this time.

## **Other Business**

### Proposal to support and enhance Datatel Training

Dr. Terry Manning, Associate Vice-President for Institutional Research at Central Piedmont Community College is proposing to build a team that will assess system-wide Datatel training and Datatel issues. The team will work through current issues and needs in an effort to move toward a more formalized approach to training. Paul Earls, Dave White, Karen Ritter, Matt Smith, Mark Puterbaugh, Kim Lawing, Annette Busby, and Keith Brown have agreed to serve on the team.

### CCPRO Executive Committee – Gift

The Executive Committee discussed the valuable service that Ms. Vivian Barrett of the NCCCS office provides for coordinating their meetings at the central office. Ms. Barrett takes much of her own personal time and travel expenditure to coordinate meeting arrangements and facilities like lunch. The Executive Committee decided to set-aside \$100.00 to be utilized for a gift to Ms. Barrett.

### CCPRO Website - fee

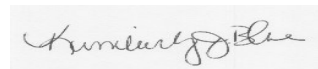
President Lawing announced stated that the CCPRO website fee was \$70.00/yr. The fee is being paid through Carteret Community College and needs to be assumed by CCPRO. Paul Earls will check with Ken and Jennifer at Carteret to determine how the fee can be processed through CCPRO. CCPRO will need to reimburse Carteret for the \$70 annual fee if it would be easier to leave the payment process and method as is. Paul Earls will follow-up with Carteret on this.

### CCPRO History

Mr. Puterbaugh stated that he would work with Ms. Richter on getting the history of the CCPRO organization updated for the website.

President Lawing closed the meeting and welcomed Anne Hennis, Crystal Baird, and David White to the Executive Committee.

The meeting was adjourned at 1:51p.m.



Respectfully submitted,  
Kimberly Blue, Secretary of CCPRO