

August 22, 2008
CCPRO Executive Committee Meeting
Minutes

Present:	Kim Lawing, President	Ladelle Harmon, Treasurer
	Crystal Baird, President-Elect	Dorie Richter, Historian
	Mark Puterbaugh, Past President	Deborah Grimes, Eastern Region
	Paul Earls, Webmaster	Dave White, Western Region
	Kimberly Blue, Secretary	
Absent:	Betty Adams	Ann Hennis

President Lawing called the meeting to order at 10:07am.

Minutes Approval

Kimberly Blue asked the committee for additional revisions to the July 21, 2008 minutes. President Lawing noted to add that final date options for the 2009 Winter Conference “go before the CCPRO Executive Committee.” She also clarified for the record that Matt Smith would be recognized at the 2009 Winter Conference.

Ladelle Harmon noted that the CCPRO Tax and Insurance discussion would be deferred to August 22, 2008.

Based on the above noted changes to the July 21, 2008 Minutes, the executive committee passed approval. Kimberly Blue will send out the final July 21, 2008 minutes via email.

Regional updates

David White said there were no major announcements for the Western Region. He is planning for a regional meeting this semester.

Deborah Grimes stated there were no major reports or events for the Eastern Region.

Winter Conference Update – March 2-4, 2009

CONTRACT/ARRANGEMENTS

Crystal Baird presented and shared the Group Sales Agreement (DRAFT) from the Atlantic Beach Sheraton. Conference dates, daily schedules, arrangements, and terms were reviewed and discussed in depth by the committee.

Kim Lawing suggested that the proposed layout and other arrangement options be explored by a visit to the Atlantic Sheraton. Kim and Crystal volunteered to do this.

Questions and concerns were raised in relation to fees involving Internet service, slippage, and vendor exhibits. Crystal will work with the hotel to see what they can do to further negotiate in effort to minimize costs.

Crystal will also follow-up on the following:

- (1) Extending reservation due date
- (2) Location of breaks and vendor set-up
- (3) Security measures for vendor set-ups
- (4) Adding an additional ocean-front room for a speaker

SPEAKERS

Kim Lawing asked the committee to submit recommendations for speakers. Michael Johnson will be on a SACS visit during our Winter Conference, so he will not be able to attend. The following were recommended:

1. Belle Whelan with SACS – Student Learning Outcomes
2. Mark Milliron, educational futurist (lives in Avery County) – future in education
3. Mary Lee Bresciani, consultant and writer – Assessment; has helped DCCC
4. Tanya Gorman, assessment and student learning outcomes
5. Dr. Scott Ralls, NCCCS President, opening and welcome session

CONFERENCE MEALS

Crystal reviewed the dietary options presented by the Atlantic Sheraton. She distributed menu suggestions and plans. Members agreed that a breakfast buffet for each morning and the All-American Buffet seemed most reasonable for the luncheon.

PROMOTING THE CCPRO WINTER CONFERENCE

President Lawing asked for discussion and consideration of inviting other areas of the NCCCS to the winter conference. She asked committee members about an invitation to instruction as student learning assessments are a big issue for IE. Members discussed and agreed that inviting instructional departments may be beneficial and would certainly raise awareness for IE as it relates to curriculum. Members agreed that more discussion was needed and more consideration as the conference planning continues.

CONFERENCE EXPENSES

A detailed account of accommodation charges was provided by Crystal Baird. Members discussed the various charges including food, rooms, and Internet charges. Great emphasis was placed on the cost of each prospective speaker. An approximate breakdown of charges:

\$7500 registration fees

\$6300 food costs

\$6900 speaker fees

The conference will bring in financial assets for \$1200 conference fees and \$3000 from vendors

Crystal will work with the Atlantic Sheraton to secure the best prices and to hopefully remove any unnecessary charges (Internet fees). She will get back with the committee to keep everyone informed of details and any unexpected changes.

OLD BUSINESS

- Ken Martin would not accept the ListServ fee.
- Online business can be conducted and isn't prevented in *Roberts Rules of Order*.
- Dorie will continue to post new faces to the CCPRO website.
- Committee discussed a special recognition for Matt Smith. Mr. Smith has provided essential training in Datatel to numerous NCCCS Colleges. Members agreed that Matt Smith deserved a special recognition from CCPRO. Kim would like to order a plaque to present to Mr. Smith for his dedication.

A vote was made, seconded and passed to approve a special service award to be given to Matt Smith for his outstanding service.

- Paul Earls send Ken Martin an update of the latest additions to the CCPRO membership. Paul will continue to work with Ken on ListServ maintenance.
- Betty Adams is working with Keith to get the Performance Measures updated on the CCPRO website.
- No more activity with Elizabeth Brown's Perkins Project. Kim stated that this would remain as a standing item on the CCPRO agenda until more is known. This project was designed as a way to promote and maintain data integrity for community colleges.

NEW BUSINESS

Kim opened up discussion regarding Associate Members of CCPRO and their membership rights. Mark addressed concerns over associate members having a voice that would control CCPRO decisions and outcomes. He suggested and members agreed that active and associate membership roles need to be separated and more clearly defined in the CCPRO by-laws.

Suggestions were made to define Active member as IE personnel only and Associate member as one who can join, but can't vote. All members agreed that the CCPRO organization needs that protection and that entities outside of IE departments should not be able to influence decisions.

A recommendation was made by the Executive Committee to limit full (voting) CCPRO membership to IE personnel only and that other area representatives could participate on an associate, non-voting level of membership.

AMENDMENTS TO BY-LAWS

Considerable discussion was given to making recommendations for By-law amendments. A particular emphasis was discussed on conducting meetings at the IIPS Conference in relation to organizational changes including changes to the By-Laws. Many CCPRO members are not able to attend the IIPS Conference which presents a problem for voting representation.

Paul highlighted that the wording in the CCPRO By-Laws suggests that business can take place at the CCPRO business meeting conducted at the IIPS conference. CCPRO members are generally under - represented at the IIPS conference.

The Executive Committee recommended removing the IIPS Conference as a place to conduct business pertaining to voting and changes in by-laws.

Treasurer's Report

Bo Harmon provided the Treasurer's Report. The CCPRO checking account has \$8,134.66.

Bo stated that CCPRO, currently, does not have tax-exempt status. The IRS indicated that the CCPRO tax number on record is not valid; a tax exempt application (Form 5016-C) will need to be submitted. CCPRO has been issued a new federal ID number: **#26-2578284**. The one-time application fee is \$300.00.

Bo went on to say that having tax-exempt status will keep CCPRO from having to pay taxes on revenues. It exempts CCPRO from federal taxes only, not state taxes. We will be allowed to submit a reimbursement for sales tax. Also importantly, having the tax-exemption will define CCPRO as a professional business league under the IRS.

After much discussion, Bo Harmon proposed to the Executive Committee that a tax-exempt status be filed with a \$300 application fee so that CCPRO can benefit from tax exemption.

Form 990 must be filed annually to uphold CCPRO's tax-exempt status and the federal ID number. There is no annual cost at this time.

The Executive Committee voted to move forward to file the 5016-C status pending discussion with ACTBO, and if ACTBO responds favorably, to proceed with application submission. The Executive committee also approves the submission of the annual 990 Form to uphold CCPRO's tax-exempt status and its federal ID number.

Kim Lawing requested that tax documents move with the checkbook to the new treasurer along with other paperwork and insurance records.

EMT-Intermediate Exams

Crystal Baird announced that since the last meeting, she contacted Bill Lefevers, Research Office at Western Piedmont Community College, to see what colleges were best at EMT-I licensure exams. Bill sent a ranking to Kim Lawing. The purpose of the contact was to ask that the top 3 or 5 colleges share their best practices with other colleges and to see what positive outcomes would result. The Executive Committee agreed that having workshops that center around success in licensure was important and that CCPRO conferences could facilitate such sessions.

Dave White suggested that five years of licensure success be reviewed versus looking at one-year data. Colleges that have demonstrated a consistency with meeting high licensure rates would provide more valuable information.

Crystal suggested going to Keith Brown directly with regard to reviewing performance measures. Kim Lawing suggested going to Betty Adams first.

Minutes Approval

Kimberly Blue, Secretary asked for a minutes approval for the September and December 2007 minutes. A draft was submitted to the Executive Committee and corrections were made. A second draft was distributed.

The Executive Committee voted to approve the September and December 2007 Executive Committee Minutes.

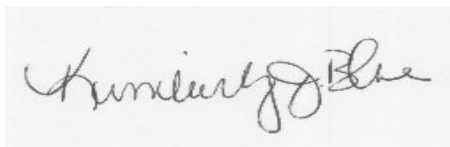
CCPRO Peer Review

Kim Lawing distributed the CCPRO Peer Review template. The template was designed and written to be a guideline for peer reviews. After review and discussion, Kim suggested that it be posted on the CCPRO website. The committee recommended that Paul Earls proceed with posting the template to the CCPRO website.

There was no further business.

The meeting was adjourned at 3:45pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kimberly Blue", written in black ink on a light-colored background.

Kimberly Blue
CCPRO Secretary