

CCPRO Executive Committee Meeting
January 30, 2009
MINUTES

Business Meetings are currently being held via teleconference due to the recent budget cuts with regard to state travel limitations. The meeting began at 10:00 AM and the following executive committee members were present.

Present: Paul Earls, Dorie Richter, Deborah Grimes, Mark Puterbaugh, Crystal Baird, Anne Hennis, David White, Ladelle Harmon, Kim Lawing

Absent: Kimberly Blue, Secretary

President Kim Lawing called the meeting to order at 10:00AM and thanked everyone for attending the teleconference meeting.

November 20, 2008 Business Meeting Minutes

Kimberly Blue, CCPRO Secretary, had distributed an electronic draft of the minutes to the executive committee for review several weeks prior to the meeting. President Lawing distributed the final draft with the meeting agenda and asked for changes. After receiving no recommendation for changes, President Lawing asked for a motion to approve the minutes as presented.

A motion was made, seconded and passed to accept the November 20, 2008 Business Meeting Minutes as presented in the draft.

President Lawing will notify Kimberly Blue that the minutes were approved and Paul Earls will post a copy of the minutes to the CCPRO website when he receives the finalized document from Kimberly Blue.

Budget Review:

President Lawing distributed the electronic copy of the check register as the CCPRO Financial Report prepared by CCPRO Treasurer, Ladelle Harmon. The account balance as of December 29, 2008, was \$7994.86. One item brought forward to discuss was the \$10.00 debit adjustment dated July 31, 2008 to balance the checkbook. Mr. Harmon stated he has been unable to determine the reason for the \$10.00 difference. Possible reasons discussed were the \$1.00 monthly fee to the State Employee's Credit Union (SECU) Foundation. The committee accepted the reconciliation of the deficit from the checkbook statement.

CCPRO Website Fee:

President Lawing inquired about the maintenance payment for the CCPRO Website. President Lawing stated the CCPRO website fee was \$70.00/yr. and asked if anyone knew if Jennifer Ulz is okay with continuing to pay for the web hosting fee and having CCPRO reimburse her. Paul Earls stated he had recently spoken to Jennifer and that she is agreeable to continuing the

current arrangement. The website company invoices Jennifer. In turn, she forwards the invoice and proof of payment to the CCPRO treasurer for reimbursement .

News from the Regions:

Central

Anne Hennis stated that someone from her region had requested information on monitoring their Strategic Plan. Dorie agreed to send Dr. Hennis information that she could forward to the person making the request. President Lawing requested that Dorie share the information with her, as well.

Eastern

Deborah Grimes stated Keith Brown, Associate Vice-President, Planning and Research at the NCCCS office, trained about 12 people at an Eastern Region meeting on Statistics Package for the Social Sciences (SPSS). Deborah stated the training went well and all who received the training were appreciative.

Western

Dave White stated that their most recent meeting was held on January 29, 2009 at Western Piedmont CC. Primary discussion topics were related to technology and software (what are colleges using and finding helpful/what are they planning to purchase?). There was a lot of discussion regarding the need to have some standardization of software packages across colleges. Dave stated there was some interest expressed by folks in the western region to form a software evaluation committee under the umbrella of CCPRO. Kim stated the item is on the agenda to be discussed. The committee also discussed best practices for graduate and employer surveys (methodologies and increasing return rates). The next Western Region meeting will be held in late March or early April.

CCPRO Member At – Large:

President Lawing stated that due to Betty Adams' departure from the NCCCS office to accept a position in Virginia and vacating the CCPRO member at-large position, she contacted Keith Brown, Vice-President of Planning and Research at the NCCCS, to see if he had a suggestion on how to handle the CCPRO vacancy. Keith told Lawing that he had very limited information to share about the NCCCS plans for Dr. Adams' position and whether her replacement would serve on the CCPRO Executive Committee. Lawing asked Keith if he would be interested in serving as the CCPRO At-Large Member in the interim. Keith shared with Lawing that he would be glad to serve as the interim At-Large Member of CCPRO if the group would like him to do so. President Lawing noted the importance of having someone like Keith serving as a liaison to NCCCS for CCPRO, so she recommended to the CCPRO Executive Committee that Keith Brown be approved to replace Dr. Adams on the CCPRO EC.

The CCPRO Executive Committee unanimously approved the recommendation for Keith Brown to act as the interim CCPRO At-Large Member.

CCPRO Winter Conference & Virtual Alternatives

President Lawing briefly mentioned the CCPRO Executive Committee's decision in November to cancel the CCPRO Winter Conference and to consider the possibility of providing some professional development opportunities to the CCPRO membership in lieu of the usual conference. The Executive Committee members discussed the need and importance of having an alternate CCPRO meeting/conference in the near future. Members agreed that the conference provides many worthwhile learning opportunities to institutional planning and research departments overall. In the November 20th meeting of the Executive Committee, many suggestions were made for future meetings which included having a fall conference, sharing a conference time with another NCCCS organization, and scheduling regional meetings.

President Lawing stated that during the SACS Annual Meeting she took the opportunity to speak to SACS-COC Inc. President, Dr. Belle Wheelan, about the possibility of conducting a Webinar (or some other type of technology) with the CCPRO membership. Dr. Wheelan agreed to conduct the Webinar and says she or someone from SACS would present by using technology from a college or university in close proximity to their offices. All members agreed this would be beneficial to the organization.

President Lawing stated that CCPRO may need to consider alternate means of professional development for another year or more, depending on the economy and budget news from NCCCS. President Lawing says we have enough money in the CCPRO treasury (about \$16,000) to enable CCPRO to provide some professional development and networking opportunities during this time.

Discussion followed about whether to have a one day drive-in session for professional development, hold stand-alone regional meetings or whether to use the NC Information Highway (NCIH) rooms that some colleges have on their campuses. Even though using regionally located NCIH rooms would result in some limited amount of driving for the membership, President Lawing stated that the ability to connect everyone interactively through video and audio simultaneously would help us to have a better sense of connectedness and facilitate communication that would not be possible through a webinar that doesn't have the video capability. She stated it will require extra efforts on the part of the CCPRO Executive Committee to keep the membership informed and "in touch" during the times of budget constraints and travel restrictions

Dave White suggested the CCPRO Conference could join in with the IIPS Conference, if they were still moving forward with their summer conference. Ladelle and Paul both stated the IIPS Conference is still being planned for the summer. However, the IIPS Planning Committee is consulting with the legal department of the NCCCS to investigate their options in the event their conference has to be canceled.

Dorie added that if we make use of the NC Information Highway rooms that the members driving to the NCIH sites might be able to use college cars/vans. The cost for the use of college cars/vans is usually assigned to county line budget items and not the state budget. Crystal added that Wake Tech has a very nice NCIH conference room with great parking. Catering is also available for boxed lunches. Several NCIH conference rooms will be needed all over the state so that no one has to incur the cost of lodging.

During the meeting, Deborah and Dorie checked with their Distance Education Coordinators and reported back to the EC that there is no cost to use the NCIH Rooms. The difficult task will be to find an available date for all sites. Having just used the NCIH Room at Lenoir Community College, Deborah says it is also important to ensure the use of a facilitator who can operate the equipment. The facilitator should be someone that is not participating in the workshop. President Lawing suggested a date in April for the NCIH Workshops. She also stated that she has been in workshops where participants are able to view the PowerPoint presentation on the computer while discussions occur via telephone conference. Paul added that Illuminate works in much the same way.

President Lawing asked the regional directors to check on the availability of NCIH rooms within their regions for the month of April. The committee agreed for President Lawing to survey the region to determine members' wishes on how they want to proceed with professional development activities offered by CCPRO. Their preference for venue will also need to be determined. Dorie agreed to develop the survey once Kim has prepared the questions.

Crystal and Kim agreed to work on an agenda for a possible virtual conference.

Elizabeth Brown's Perkins Project

President Lawing stated there has been no additional information presented to her about the project.

Meet Me Conferences

Kim stated the telephone conference for today costs only \$10.00 and she had inquired of her college whether CCPRO would need to reimburse CFCC for the call. She was told the cost is included in the college's phone bill and the reimbursement would be more trouble than it's worth. Therefore, Kim said the Meet Me phone calls for CCPRO EC meetings do not cost CCPRO anything at the present time. Paul Earls, CPCC offered to host future calls at no cost to CCPRO, if needed.

Race/Ethnicity Training in Datatel

Kim says she recently participated in a Datatel webinar that covered the updated changes to reporting race and ethnicity. She says she will send CCPRO members the link to access the training.

Software Evaluation Council

The committee discussed the interest of some members in forming a software evaluation council to offer feedback to the membership on what tools seem to be the most useful, etc. Kim stated that someone on the Executive Committee would have to serve as a liaison to such a council and report back to the Executive Committee. Dave White agreed to serve as the CCPRO liaison to such a council if formed.

President Lawing stated that CCPRO will have to come up with some guidelines or procedures for a software evaluation council to operate within. It was decided to continue the discussion at the next meeting of the CCPRO Executive Committee.

Tax Exempt Status

Ladelle Harmon had no additional information at this time, but plans to have more information available for the next meeting.

New Business:

CCPRO Directory

Paul Earls stated the updated Directory is ready and wanted to know if CCPRO should print the directory in light of the budget situation. There was a discussion of the cost versus benefit. Several committee members stated the directory is indispensable. Paul and Ladelle confirmed the cost of printing the directory is approximately \$200.00. President Lawing suggested that since we aren't able to get together for a regular conference at this time that CCPRO move forward with printing the directory and mailing to all members. All agreed to print and mail the updated directory to all community colleges. Paul suggested sending the directories via NC Courier service to save on postage and the EC agreed this was a great idea. Paul stated he could have the directory ready and mailed prior to the virtual conference. President Lawing suggested we might want to send a 1-page letter with the directory to share information about the virtual conference.

Recognitions /Special Awards

Crystal Baird suggested that CCPRO recognize Dr. Betty Adams in appreciation of her support for CCPRO. The EC unanimously agreed. President Lawing will have the award for service prepared for presentation.

We will also present another CCPRO member with the President's Award this year. President Lawing will have the award prepared so it can be presented during the virtual conference.

CCPRO Blog

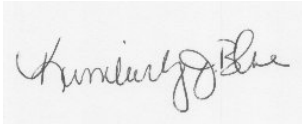
Discussion included the pros and cons on the use of a blog. The need is there especially with the constraints on the budget; however we will need to consider the maintenance and monitoring

of the blog. Paul Earls agreed to send an informational PowerPoint to the Executive Committee via email.

The meeting was adjourned at 12:25 P.M.

Respectfully submitted,

Deborah Grimes, Eastern Regional Director (for Kimberly Blue, Secretary of CCPRO)

A handwritten signature in black ink, appearing to read "Kimberly J. Blue", is centered on a light gray rectangular background.

Reviewed and submitted by Kimberly J. Blue, Secretary