

CCPRO Executive Committee Meeting
March 26, 2009
MINUTES

Present: Kim Lawing, Anne Hennis, Dorie Richter, Mark Puterbaugh, Bo Harmon, Dave White, Kimberly Blue, Paul Earls, Deborah Grimes

President Kim Lawing called the meeting to order at 1:05pm and thanked everyone for taking the time to participate in the telephone conference call.

Minutes: January 30, 2009 Executive Committee Meeting

The Executive Committee approved the minutes for the January 30, 2009 meeting. Members received a final copy via email with all corrections and changes made.

Treasurer's Report

Bo Harmon announced that he had completed the application for CCPRO tax exemption. He has issued a check for the \$300 application fee and it will be mailed with the application on March 26, 2009. CCPRO has already received a new federal identification number as the previous one had expired.

Mark Puterbaugh raised concern over keeping the federal number assigned to CCPRO active. Bo stated that once CCPRO is accepted as a business league organization, we will be required to file Form 990 on an annual basis and this action will keep the number active.

The CCPRO checking account balance is \$7,702.23

Kim Lawing asked Bo to forward a copy of the tax exempt application to Kimberly to attach to the minutes.

Secretary Kimberly Blue inquired about the official filing of meeting minutes, original copies that have been signed and also other CCPRO documents like the tax-exempt application. Committee members acknowledged that original CCPRO business documents maintained by executive officers have typically been handed over to succeeding officers. Dorie added that the NCCCS has a record retention policy that specifies a time frame for keeping documentation. The time frame usually varies from 2-5 years. Paul stated that there had been discussion before in CCPRO about keeping original documents.

Paul suggested that original meeting minutes signed by the Secretary be scanned into a PDF file and posted on the CCPRO website's archives. Kimberly will proceed and will send Paul the minutes.

Kim suggested putting a procedures document on the website that addressed items like the maintenance of original business documents for CCPRO for the purposes of clarity and continuity of operations. She asked that Paul go ahead and provide a procedures document for the CCPRO website and to note that original CCPRO minutes and the CCPRO tax documents are to be scanned and archived on the website.

Western Region, Dave White

The last regional meeting for the Western Region was held January 29, 2009. A report of that meeting was provided to the Executive Committee at the January 30, 2009 meeting. There is nothing more to report at this time.

Central Region – Anne Hennis

A brief survey was administered to the Central Region to obtain feedback about training needs. The survey yielded 12 respondents who indicated the following training opportunities/needs: Datatel and Query-Builder training, preparing stats for IPEDS, IE best practices, efficiency and savings in IE. There was also indication that members would like a conference next year

Kim Lawing was pleased to announce that the NCCC Faculty Association did invite CCPRO to participate in their conference in October 2009. They will provide CCPRO with some space to have meetings with no facility cost. Their conference will be held at the Embassy Suites in Greensboro. Kim stated that because of time needed to get through the agenda, the Executive Committee would need to consider and discuss the invitation as a later meeting.

Eastern Region – Deborah Grimes

Deborah Grimes encouraged her region to complete the CCPRO survey to obtain feedback for conference planning. There were no other updates.

CCPRO Survey Results and Conference

Kim Lawing stated that she had distributed her perspective of the virtual conference based on the comments and suggestions from survey respondents but would like to hear from everyone else.

Lawing's first question was whether there is sufficient support for having a virtual conference? Mark expressed concern about the low response – 35 total respondents. The survey was sent to CCPRO membership on March 3rd; results came back on March 13th.

Bo Harmon suggested sending out an email encouraging CCPRO members to complete the survey as Dorie indicated the survey has not closed out yet. There was no action taken for this suggestion.

Kim asked the Executive Committee to consider the cost of the speaker in relation to the other general expenses. Bo confirmed there is approximately \$7,700 in checking and \$8,000 in savings. Kim stated that since no registration fee will be charged, CCPRO will not be earning any money through the conference. Costs will be incurred for the speaker and the food.

Crystal Baird raised the point that recording the conference, so that other CCPRO members who cannot attend the conference can view it at a later time, could be considered a benefit to offset concerns over the financial costs.

Kim stated she is hoping to secure Dr. Belle Wheelan as the speaker if her fee would be within the CCPRO budget. She is willing to work with CCPRO on connecting via video conferencing.

After much discussion, it was decided that the budget for the virtual conference be set at \$2000, and anything above would have to be approved by the board.

Kim Lawing asked that committee members consider dates and to note that dates may be affected by the speaker's availability as well as the availability of the NCIH rooms.

After much discussion about time frames, NCIH room availability, and college activities to work around, members agreed that May 28th would be the best date to try to schedule a virtual conference.

Kim will check with Dr. Wheelan to find out about her fee and if May 28th would be available for her to present.

Several areas of planning were determined during the meeting:

- There will be no cost for using NCIH rooms; the only cost will be the food and speaker.
- Dave White said NCIH room is available at AB Tech.
- Deb Grimes confirmed Lenoir as a site. Deb will look for another site in the Eastern Region – possibly Craven, Pitt or Beaufort.
- There can be up to 5 sites for a NCIH conference.
- All Regional Directors will coordinate their own professional development for the afternoon session.
- It is estimated that each NCIH room has 20-25 seats.
- Crystal tentatively secured Davidson as a site for May 28th.
- Crystal will serve as the central coordinator among the three regions.

- Dorie said Craven and Pitt might work as possible sites. Dorie will get with Deb to discuss other locations and once they decide and secure something, they'll communicate with Crystal.

Kim said communication will be very important among Regional Directors and Crystal Baird.

Kim stressed that each Regional Director will probably want to coordinate Professional Development training for the afternoon portion of the conference based on the feedback received by their regional members. The morning session will consist of a system update, special guest speaker, and a CCPRO business meeting with the election and installation of new officers.

The next discussion focused on the coordination of the registration and dietary items. Crystal will draft a letter that will be distributed to all members about registering. The letter/email that will go out will include a registration form. Bo Harmon agreed to receive the registration forms with site and dietary preferences, so that he can work with the regions in projecting costs for the lunches and then coordinating reimbursements.

Other important decisions that were made for the conference:

- Deadline for a decision to register: May 22nd – deadline
- One email to go out about conference with registration and then 2 reminders from Crystal.
- Davidson will be the broadcast site location and a recording will be conducted there.
- Kim will work with Dr. Wheelan to decide which location is best for her and then will contact the respective Regional Director and Crystal Baird to coordinate arrangements to receive Dr. Wheelan.
- Refreshments/snacks will also be provided in the morning and CCPRO will cover the costs.
- A break will be provided in the morning before the NCCCS/Keith Brown update
- Lunch will start at 1:00pm with cost covered by CCPRO.

Kim Lawing mentioned that many CCPRO survey respondents expressed their appreciation for the work of the Executive Committee in trying to coordinate a conference.

Kim will put together another agenda after she confirms speaker arrangements and after the NCIH sites are secured.

The conference will also give time for awards and recognitions to outstanding members for their service and dedication to CCPRO.

I-Strategy Demonstration

Paul mentioned that he was not sure if the CPCC I-Strategy Proof of Concept (POC) license would expire before the conference. He therefore asked if it would be okay to send an email invitation via the CCPRO listserv to the membership for a scheduled Elluminate session to demonstrate the I-Strategy POC in the event that the licensing will expire before the conference. The EC approved. Paul will follow up with the CPCC IT Department to make arrangements.

Kim Lawing had to exit the meeting due to a CFCC Board Meeting.

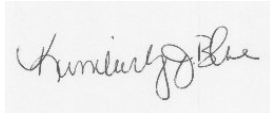
Crystal Baird asked for any other old business; there was none.

Crystal asked for any new business; there was none.

Crystal reviewed the set-up arrangements for the NCIH rooms. She will be in contact with Regional Directors as the sites are coordinated.

Crystal adjourned the meeting at 2:45 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kimberly Blue", is enclosed in a light gray rectangular box.

Kimberly Blue
Secretary, CCPRO