

CCPRO Executive Committee Meeting
April 9, 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 11:00 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, and Keith Brown

Absent: Kimberly Blue, Secretary

President Kim Lawing called the meeting to order at 11:00AM and thanked everyone for attending the teleconference meeting.

March 26, 2009 Business Meeting Minutes:

Kimberly Blue, CCPRO Secretary, had distributed an electronic draft of the minutes to the executive committee for review prior to the meeting. Revisions to the minutes include clarification of tax exempt application as stated below.

Kim Lawing asked Bo to forward a copy of the tax exempt application to herself and Kimberly. 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. It was decided that the tax exempt application would not be posted on the website in plain view along with the minutes. Instead, Paul will place this and other information-sensitive documents onto the website in the archives without links, making them accessible only to those who know the url. Also, he can password protect the sensitive documents.

Upon making the changes mentioned above, President Lawing asked for a motion to approve the minutes.

A motion was made, seconded and passed to accept the March 26, 2009 Business Meeting Minutes with approved changes.

President Lawing will notify Kimberly Blue that the minutes were approved with changes. Deborah will notify Kimberly of the changes to the March 26th minutes, and Paul Earls will post a copy of the minutes to the CCPRO website when he receives the finalized document from Kimberly Blue.

Treasurer's Report:

No activities have occurred with the budget since the last meeting of March 26, 2009.

Bo did state that he will consult with his personal accountant to ensure he has completed the form 990 correctly and in its entirety. A small nominal fee may be assessed. The Executive Committee approved to pay the accountant's fees for reviewing the form 990.

News from the Regions:**Western Region, Dave White**

There is nothing to report at this time.

Central Region – Anne Hennis

There is nothing to report at this time.

Eastern Region – Deborah Grimes

There is nothing to report at this time.

North Carolina Community College Faculty Association Fall Conference:

The Conference will be held October 11-12, 2009. The NCCCFA Committee has offered CCPRO meeting space to hold a meeting or workshop at their fall conference.

The CCPRO Executive Committee made the decision for President Lawing to contact the NCCCFA President to explain that with budget constraints this fiscal year and the unforeseen future, the CCPRO Executive Committee has agreed to let them know we could possibly be interested, however at this time we are unable to make a commitment. President Lawing will also share with the group that if it is where we can attend in the future, we will make that commitment at a later time.

Keith Brown adds that even if the economy does get better, our state's budget may still be tight. We may want to consider changing the time of the annual CCPRO Conference or consider sharing the NCCCS Conference one year and joining the NCCCFA Conference the next year. President Lawing states that if we choose to go this route, we will need to poll our CCPRO members first.

CCPRO Virtual Conference:

Since we last sent information to our members about the CCPRO Virtual Conference, the date has changed. President Lawing agreed to send members information about the change, stating the availability of Dr. Belle Wheelan has caused us to move the meeting date to April 30, 2009. President Lawing will confirm with Dr. Wheelan and Dekalb prior to sending a notice to members. President Lawing will also send a reminder of the conference registration along with the agenda to all members. One week prior to the conference, President Lawing will poll those registered for the conference to see if they

are still able to travel to the NCIH sites for the conference. If so, we will move forward with the Virtual Conference.

Bo added that he has sent an e-mail to each of the regional directors with the number registered for their site. He will send names of those registered in the near future.

Budget for Conference:

A budget for the conference has been set at \$2,000 for the entire conference. It was agreed that we will set a limit of \$15.00 per person for food, this includes lunch and snacks. Each regional director will plan for lunch and snacks at their individual sites. Bo states that currently 40 people have registered for the conference. Bo says to send the receipt or invoice for food to him directly and he will quickly get a check to each regional director in charge of one of the NCIH sites.

A question was raised over whether money would be available to pay those individuals providing professional development at the conference. President Lawing wants to make sure that the committee is not setting precedence for this type of reimbursement. Deborah stated that during our annual conferences, each individual college reimburses staff who may present at the conference. With budget constraints and travel limitations, most staff will be traveling without reimbursement. Crystal, Dave, Mark and Keith all agreed that with no travel budget, extenuating circumstances, and the desire for quality professional development, we could approve reimbursement for staff providing professional development at the Virtual Conference. The decision was made to pay the state rate for travel to the NCIH site and back to their college.

NCIH Testing:

Crystal stated that a test of the video conferencing connections (NCIH) has been made. All went smoothly between Davidson, AB Tech, and Dekalb. Lenoir was experiencing network difficulty with updates to their system and was unable to participate. Testing for that site will be conducted as soon as they get back up and running. Deborah says the updates should be completed within the next week and that she will let Crystal know when the Lenoir site is ready for testing.

New Officers:

Mark and President Lawing have coordinated the slate of new officers for CCPRO for 2009-2010.

CCPRO Member At – Large:

President Lawing thanked Keith Brown, Vice-President of Planning and Research at the NCCCS, for agreeing to serve as our CCPRO Member At-Large. Keith has agreed to serve CCPRO in this same capacity next year.

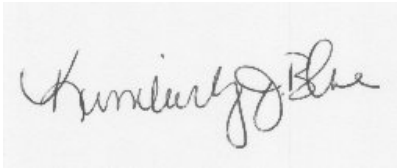
Procedures Manual:

President Lawing states that the CCPRO Executive Committee needs to develop a Procedures Manual, with the purpose of providing guidance to the committee on matters that are not specific. Paul agreed to include these guidelines on the CCPRO website. Mark added that the committee should probably review the guidelines at least annually and to mention the guidelines in the By-Laws.

The meeting was adjourned at 12:20 P.M.

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

Reviewed and submitted by Kimberly J. Blue, Secretary

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