

**CCPRO Executive Committee Meeting**  
**April 27, 2009**  
**MINUTES**

CCPRO Executive Committee meetings are currently being held via teleconference due to the recent budget cuts with regard to state travel limitations. The meeting began at 9:00 AM and the following executive committee members were present.

**Present:** Paul Earls, Deborah Grimes, Mark Puterbaugh, Crystal Baird, David White, Ladelle Harmon, Kim Lawing, and Keith Brown

**Absent:** Kimberly Blue, Dorie Richter, and Anne Hennis

President Kim Lawing called the meeting to order at 9:00AM and thanked everyone for attending the teleconference meeting.

**APPROVAL OF MINUTES--April 9, 2009 Business Meeting Minutes:**

Kim Lawing, President, had distributed an electronic draft of the minutes to the executive committee for review prior to the meeting.

Ladelle made a motion to accept the minutes as written. Mark seconded the motion.

<p><i>A motion was made, seconded and passed to accept the April 9, 2009 Business Meeting Minutes.</i></p>
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A question was raised about the Procedures Manual that was discussed during the April 9<sup>th</sup> meeting- President Lawing stated that the CCPRO Executive Committee had agreed to publish a Procedures Manual, with the purpose of providing guidance to the current and future executive committee members on important matters that are not specifically covered in the By Laws. Paul agreed to include these guidelines on the CCPRO website. Mark added that the committee should probably review the Procedures Manual at least annually and to mention the manual in the By-Laws.

Paul stated that he will post the Procedures Manual on the website as soon as he receives the information from Kim.

**APPROVAL OF MINUTES--August 22, 2008 Business Meeting Minutes:**

Kim Lawing, President had distributed an electronic draft of the minutes to the executive committee for review prior to the meeting.

Changes noted include page 1, item under Absent – Anne Hennis; page 2, item #3 misspelled Marilee Bresciani. Motion to approve was called by Mark and seconded by Ladelle.

*A motion was made, seconded and passed to accept the August 22, 2008 Business Meeting Minute with approved changes.*

Keith Brown agreed to follow up on the recommendation for explanation of changes to the performance measures (from 12 to 8).

**TREASURER'S REPORT:**

No activities have occurred with the budget since the last meeting of April 9, 2009.

Ladelle stated sixty-nine people had registered for the virtual conference. A list of those registered for the conference has been sent to each regional director, along with any requests for vegetarian meals.

President Lawing stated the invoices for the two honorary plaques will be sent to the Treasurer. Kim also stated that she had spoken with Dr. Belle Wheelan's assistant. The assistant informed Kim that Dr. Wheelan cannot accept an honorarium or money for speaking to CCPRO since we are all member institutions of the Southern Association of Colleges and Schools, however she could accept a complimentary gift. At Ladelle's suggestion, the Executive Committee decided that a \$100 deluxe gift basket from Harry and David's would be appropriate. Ladelle agreed to order the basket and have it delivered to Dr. Wheelan on April 30, 2009.

**REGIONAL DIRECTOR REPORTS:**

**Western Region - Dave White reported:**

- that nineteen people had registered for the conference in the west. All colleges in the west are represented but one.
- on the presentation, Compliance Assist – Planning and Assessment (Dataliant).

**Central Region – Anne Hennis**

- No report.

**Eastern Region – Deborah Grimes reported:**

- that 23 people had registered for the conference in the east. She stated lunch and snacks for the conference have been prepared.

President Lawing stated Bo's report on the number of registrations for the conference looked great, especially knowing that many participants will be paying their own travel to regional sites.

**CONFERENCE UPDATE**

### **Testing for Virtual Conference**

President Lawing stated that according to the report she had received the initial testing for the virtual conference with Lenoir, Davidson, AB Tech and Dekalb went well. Crystal added that all sites were tested again on April 22, 2009.

### **Agenda for Virtual Conference**

President Lawing had distributed an electronic draft of the agenda to the executive committee for review immediately prior to the meeting. The committee reviewed the agenda (attached). A more specific (detailed) agenda will be discussed in this meeting in preparation for the conference. This detailed agenda will allow all sites' technologists to know when to mute or speak. An award will be presented to Dr. Betty Adams for her service to CCPRO. Since she is now working in Virginia, a phone conference is being scheduled for this virtual presentation. Matt Smith will receive the President's award during the conference. Since he will be attending the conference at Lenoir Community College, Deborah Grimes will make the presentation.

A door prize will be given away at the end of the conference. The gift card's value is \$50. Kim agreed to contact Jennifer Ulz to see if she still has the card. If so, Kim will ask Jennifer to take the card with her to Lenoir Community College. The registration list will be used for the drawing and Treasurer Harmon will prepare the names for drawing.

**Virtual Conference Protocol:** President Lawing stated that she would send helpful hints for videoconferencing for each site to review prior to the virtual conference. (See attached)

There was a discussion on how to handle payment of lunch at each site. Every site will pay for the lunches of their participants. Snacks will also be provided. Each regional director will save invoices or receipts and submit to Ladelle. He will reimburse each regional director the cost of individual lunches and snacks.

### **Evaluation of Virtual Conference:**

Dorie has developed the evaluation survey that just needs some updating for the virtual format. The Executive Committee agreed to add a question to ask members if they would like a one day conference in the fall and another one in the spring.

### **ELECTION OF NEW OFFICERS:**

Mark stated that he and President Lawing had coordinated the proposed slate of new officers for CCPRO for 2009-2010. A simple majority is needed for election of new officers. Voting will occur during the Virtual Conference. Each regional director will put forth the number of votes at their site.

President – Crystal Baird  
President-Elect – Dr. Deborah Grimes  
Past President – Kim Lawing  
Treasurer – Ladelle Harmon  
Secretary – Dale O’Neill  
Eastern Region Director – Matt Smith  
Western Region Director – Dr. Dave White  
Central Region Director – Dr. Anne Hennis  
Member At-Large – Keith Brown  
Webmaster – Paul Earls  
Historian – Dorie Richter

**CCPRO Member At – Large:**

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

**CCPRO BY LAWS:**

President Lawing reviewed the recommended By Law changes that had been discussed in a previous meeting. A recommendation will be made at the Virtual Conference to limit full voting privileges to members. CCPRO would like to recommend full voting rights only to IE/IR personnel who are employed as part of the North Carolina Community College System. Those representing areas other than IE/IR at a community college or those not employed as part of the North Carolina Community College System will be considered an associate member with no voting rights. Associate members will not be able to hold office. These changes are being recommended to protect the organization and preserve it for its original intended purpose to support the work of the IE/IR folks of community colleges in North Carolina.

Another recommended change to the By Laws from the Executive Committee will be to remove the IIPS Conference as a place to conduct business pertaining to voting and changes in by-laws.

The proposed By Law changes will be presented to the membership at the Virtual Conference for consideration and discussion. Lawing stated that since changes to By Laws must be presented to the membership not less than two weeks prior to taking a vote, the vote regarding the proposed changes to the By-Laws cannot be done at the 2009 Virtual Conference. Since the By-Laws have not been changed yet, the vote can take place at the next semi-annual CCPRO meeting, if the Board chooses to do so.

**FUTURE CONFERENCES:**

The CCPRO By-laws state the Executive Committee has the right to plan the conference each year and to make a decision about whether to hold a conference both in the fall/winter and in the summer

It was noted that the IIPS conference has been canceled for summer and fall, so the group discussed various possibilities of a venue for another conference later in 2009. Keith Brown added that the System Office holds their conferences every other year and that this might be a place that CCPRO could conduct business. Keith states that the System Office encourages organizations to plan to have their conferences be part of the NCCCS Conference. President Lawing stated that CCPRO had discussed being part of the System Office Conference, but still wants to continue having regional meetings and an annual conference. Participating in the System Office conference is an idea that CCPRO will continue to consider as a possibility in the future. CCPRO is concerned about losing its identity if it ceases to have its own separate conference.

President-Elect Baird says we should look toward next spring before having another conference. She also stated that it would be important to see how this conference goes before planning another one for next spring. This virtual conference allows us to provide members with professional development and networking opportunities. If the Virtual Conference on April 30<sup>th</sup> is successful, then we will begin to plan a conference for next spring.

**SOFTWARE EVALUATION COUNCIL:**

Dave White has agreed to serve as Chairman of the Software Evaluation Council that had been discussed in previous meeting suggested. Lawing stated that guidelines need to be developed for the Software Evaluation Council to operate within. This continued development of the council will be moved forward under the direction of the new CCPRO Executive Committee.

**LISTSERV MAINTENANCE:**

Paul Earls worked with Patsy Lackey (Kim Lawing's assistant) to update the CCPRO Listserv names and send them to Ken Martin.

**CCPRO DIRECTORY:**

Paul has updated the information for CCPRO Directory. He stated his plans are to mail the directory via NC Courier. He plans to mail 120 copies for a total cost of \$195.62 for printing. Paul added that we currently have 130 active members.

**OUTGOING PRESIDENT'S WRAP-UP OF OLD BUSINESS:**

- When Keith sends performance measure information, Paul will update the FAQ section.
- We have heard nothing further regarding Elizabeth Brown's Perkins project.
- Lawing stated she still needs to distribute the letter for the President's Association and CIS Steering Committee regarding request for access to certain

data and mnemonics for researchers across the state to CCPRO's executive committee for review. The Executive Committee can consider what it approach it should take.

- Historian Dorie to help coordinate New Faces section for the website.

**NEW BUSINESS:**

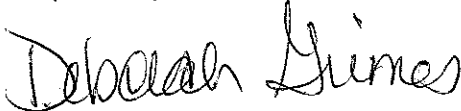
President Lawing will ask Terri Manning to provide a CIS update for each executive committee meeting. President Lawing agreed to add this to the Agenda template that she will forward to Baird.

President Lawing informed the Executive Committee that CIS training centers are located at Mitchell, Central Piedmont, Guilford, and Wayne Community Colleges. She expressed concern that the Western Region is not adequately accommodated with the closest training center being located at Mitchell Community College, especially for those colleges that are positioned in the very most northwest sections of the state. Lawing suggested this is an issue that CCPRO might want to advocate for.

A recommendation was made to provide a copy of the Procedures Manual and the By-Laws for each new executive committee member to make sure they understand the duties of each office and are aware of procedures they need to be mindful of when conducting business on behalf of CCPRO.

The meeting was adjourned at 11:20 P.M.

Respectfully submitted,



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

## 17<sup>th</sup> Annual CCPRO Conference

### Virtual Conference Sites:

A-B Tech, Davidson CCC, Lenoir CC & Dekalb Tech College (Georgia)

April 30, 2009

### Agenda

- 9:00 Refreshments & Networking
- 9:30 a.m. Welcome
- Dr. Kandi Deitemeyer, VP of Academic Programs and Services  
Davidson County Community College
- 9:40 a.m. Keynote Speaker: Dr. Belle Wheelan, President of SACS-COC, Inc.
- Break (Food provided by CCPRO)
- 11:00 a.m. Update from NCCCS:
- Keith Brown, Associate VP of Research and Performance Management
- CCPRO Business meeting
- Reports
  - Announcements
  - Election of Officers
  - Closing remarks
- 1:00 Lunch at all regional sites provided by CCPRO
- 2:00-4:00 Professional Development training coordinated by each Regional Director at each site according to regional needs.

## **Protocol for Video Meetings**

**The following are good rules to live by in any video room.**

- 1. The microphones are LIVE when the session first comes up online and even whispers will be heard by all. Please mute as soon as the session comes up. Take a seat and please keep talking and whispering to a minimum so the audio can be tested.**
- 2. The video connection is “voice activated” that means which ever site is talking or making the most noise is the site everyone will see. Rustling of papers etc...will make the camera move to your site.**



3. **Please remember to keep your room ON MUTE unless you have a question of the presenter or until Q&A at the end of the session.**
  
4. **Avoid wearing white around the face and neck if possible. White is very hard on the cameras and tends to “wash out” the color from your face. Avoid the color red. Red will “bleed” up and turn your face red on camera. Also avoid very busy small patterns as these photograph as a blur.**
  
5. **Remember to look at the camera when talking. This helps make eye contact with your distant sites and helps make everyone feel more like they are together.**
  
6. **Smile, relax, and have a good time. After all, it isn't brain surgery! :-0)**