

CCPRO Executive Committee Conference Call Meeting
June 3, 2009
Minutes

Participants: Crystal Baird, Deborah Grimes, Kim Lawing, Dale O'Neill, Matthew Smith, Anne Hennis Guest Participant: Terri Manning

President Crystal Baird called the meeting to order at 10:03 and expressed her appreciation to participants. It was determined that the minutes of the previous meeting require some minor corrections, so they will be revised and re-sent.

Dr. Terri Manning was moved to the top of the agenda for her CIS Update report on proposed training. She reported that trainers could travel to various sites in order to provide training for CCPRO if expenses could be reimbursed. Although the NCCCS encouraged online training, over thirty CCPRO survey responders indicated that they would prefer to drive to a site for face-to face training. The training would take place in one day and would be targeted for either late summer or early fall. Training would occur at either CIS Training centers or possibly computer labs at some of the colleges.* Specific locations mentioned as possibilities were Guildford, Piedmont, Wayne, and the NCCCS Office.* The training would involve 17 queries which could be run with Query Builder and would link to SAS programs with output in Excel or Data Table. (No prior experience with SAS would be necessary.) Information could be produced in the order in which it is required in IPEDS reports. Colleges would have the capability of creating their own Data Marts. Support for the process would be available. For now, training opportunities would be open to only CCPRO members. Discussion followed concerning the difficulty experienced by a few colleges with non-Information Technology personnel obtaining access to Datatel/Query Builder, likely due to concerns about incorrect usage of Datatel. The group acknowledged the need to address this situation. Additional discussion followed regarding the question of who would serve as trainers; the use of NCCCS trainers or college personnel was discussed. The question was also raised concerning whether SAS training would need to be conducted by SAS.

Three issues surrounding the training were identified: 1- how to pay for the training, 2- where to hold the training, and 3- when to hold the training. Due to economic constraints and travel restrictions, the possibility of taking the issues to the President's Association was discussed. Members responded very positively to the proposed training.

Treasurer's Report

The treasurer's report was given by Deborah Grimes for Ladelle Harmon. She reported \$6,133.29 in checking and \$8,107.64 in savings. Expenses for the Virtual conference were \$1580.11; this total includes all expenses. She also provided an update on the organization's tax-exempt status. A letter received from the IRS on June 2, 2009 notified the group that, due to a defect in the original application for tax-exempt status, a re-submission is necessary. The original charter document did not include two officers'

signatures for certification purposes. The information was re-submitted with the necessary information to correct the problem.

Central Region Report

Anne Hennis provided an update on Central Region activities. She thanked Crystal and Mark for their support for their recent luncheon meeting. A roundtable discussion was held concerning issues confronting planning and research and Paul Earls gave a presentation on the virtual fields in IPEDS reports. Tentative plans for the year include 2-3 regional sessions; however, they will wait for specifics concerning the CIS training before scheduling.

Eastern Region Report

Matt Smith reported for the Eastern region. The region's primary focus for the year will be on CIS Training. Concerning feedback for the regional portion of the April meeting, Deb stated that overall things went well; there were some issues with being able to see the speaker's face and reverb for some of the sites. The group determined that room configuration and sound should be reviewed prior to the next session.

Western Region Report

It was noted that the Western Region will need to find a suitable site for the planned CIS training. Crystal reported for Dave White in the Western Region, which is in the early planning stages for upcoming activities. Dave will be working on the Software Evaluation Council.

Old Business items included a debriefing on the 2009 conference, future conference plans, changes to the by-laws, the CCPRO Procedures Manual, the Software Evaluation Council, and the New Faces section of the website.

Feedback from the 2009 winter conference showed that the conference was well received. There was an inadvertent scale reversal on the answer grid; therefore, some of the negative feedback could have been false negatives. Issues to be addressed in future conferences were technical: echo effects, equipment placement, or room issues.

The time frame for future annual conferences was discussed. Possibilities discussed were a change from spring to fall, virtual conferences in both fall and spring, or staying with the current spring conference. After discussion, it was decided to focus on CIS Training for the fall and to hold a virtual annual conference in the spring.

In related discussion, the timing of the CIS training was considered for either August or October. It was decided that the training would be requested for October/November with regional directors determining what specific dates will work best. Each director will coordinate specifics such as scheduling, location, technical setup, and potential cost. Any associated costs will need to be anticipated and Query Builder accounts must be

confirmed at each training site. Time for SAS installation would also need to be factored into the planning; Keith Brown will be consulted. Anticipated expense for CCPRO would be \$300 for 2 training sessions at each of 3 sites: the group voted unanimously to approve payment of the expenditure.*

A reminder will be sent to members concerning an official vote on the By-laws at the next spring conference. Proposed changes have been provided to members previously. Discussion followed concerning Executive Committee members' need to be aware of information covered in the By-laws when conducting Business on behalf of CCPRO. When scheduling with hotels, for example, the CCPRO member should confirm the inclusion in contracts of a "hold harmless" clause in connection to Acts of Government/God's Law. Paul Earls will place a revised Procedures Manual on the website and it can then be called to members' attention.

Dave White has agreed to chair the Software Evaluation Council; however, discussion concerning this council was tabled until the next meeting.

The New Faces section of the CCPRO website was discussed, specifically possible ways in which to welcome new members. The use of members' pictures was considered, and it was suggested that perhaps they should be included only in print versions of a directory rather than on the web. It was pointed out that the member's permission would need to be obtained prior to usage. Facebook was discussed as another possible option, and Crystal offered to investigate whether future use of Facebook may possibly involve a charge.

New Business included major initiatives for the year, time and format for the next CCPRO conferences (covered in earlier discussion), and recognition of Kathy Baker Smith.

The group was in collective agreement that if CCPRO accomplishes its proposed initiatives, the year would be a success. These initiatives include:

1. Regional CIS Training
2. Formation of a Software Evaluation Council
3. Continued discussion of Performance Measures/Standards (with special emphasis on licensure exams)
4. Review/update of Procedures Manual and Bylaws
5. Updates on SACS Accreditation Issues
6. Establishment of a NCCCS Accreditation contact for CCPRO
7. Review of funding possibilities for CCPRO (vendors, sponsorships)

Crystal will forward the above initiatives to the Executive Board and then the membership and ask them to prioritize in order of greatest need/interest.

The group discussed the retirement of Dr. Kathy Baker Smith. It was proposed that at the next annual conference she receive a formal recognition for her contributions and dedication to CCPRO. The group was in agreement.

After determining that the next meeting will occur in 4-6 weeks, the meeting was adjourned.

*Note: After the meeting, it was determined that the training must occur at CIS Training sites and would involve one training session rather than two.

Respectfully submitted,

A handwritten signature in blue ink that reads "Dale A. O'Neil". The signature is written in a cursive style with a large initial "D" and "O".

CCPRO Secretary