

**CCPRO Executive Committee Conference Call Meeting
December 1, 2009
Minutes**

Participants: Crystal Baird, Dale O'Neill, Matthew Smith, Anne Hennis, Dave White, Keith Brown, Dorie Richter, Paul Earls, Bo Harmon

Review of Minutes

The meeting began at 2:00 p.m. Corrections to the minutes of November will be sent to Dale by e-mail.

Treasurer's Report

Bo Harmon reported that the checking account total is \$5964.73, and the savings account total is \$8177.49. Bo is serving as Treasurer and has accepted the appointment of President-Elect (due to the change in job responsibilities and consequent resignation of Deborah Grimes, the former President- Elect). The group accepted Bo's offer to continue in both roles until the Annual Meeting when another Treasurer will be elected.

Regional Reports

- *Western Region Report*
Dave reported that the Western region met for the Query Builder training session and that he had conducted informal follow-up after the session.

- *Central Region Report*
Anne reported that the Central Region has not met since the Query Builder Training session in October.

- *Eastern Region Report*
Matt reported that Eastern Region will meet on December 3 for its Query Builder Training session.

CIS Update

The CIS Committee has not met since the last Executive Committee meeting.

Old Business

- Crystal reported that four of the CCPRO Performance Measure Subcommittee members, Anne Hennis, Larry Dendy, Dave White, and herself, met on November 18. They reviewed all compiled information, selected the components they felt

were most important, and developed the structure for a white paper. She is working on a draft; the subcommittee will review upon completion.

- *Software Evaluation Council*

Dave reported that the membership of the Software Evaluation Council includes Bill Fevers, Earl Hawkins, Jill Pettit, Andrea Walker, Robin Wilkins, Rex Clay, Tina Bryant-Allen, and himself. The Council is planning a survey which will solicit information concerning current software use, level of expertise, willingness to serve as a trainer, and functionality (such as desired software training). A session for follow-up could possibly be held at the Annual Meeting to address any questions resulting from the survey analysis.

New Business

Plans for the Annual Meeting were discussed. Due to budget constraints, last year's format will be repeated with video conferencing available at three regional sites in the morning, followed by lunch and a regional meeting in the afternoon. Conference participants will meet at one of the regional sites and connect via video conference to the other two locations. Three sites have been confirmed for the March 19 meeting: Davidson Community College, Pitt Community College, and Asheville-Buncombe Community College. Peter Ewell and Jeff Syberg were discussed as possible keynote speakers. Keith Brown will contact Peter Ewell to determine availability, fees, and remote connection possibilities. A tentative agenda (similar to last year's) was confirmed and will be finalized once the speaker arrangements are complete.

In a System Office update, Keith reported that program inventories are being conducted and budget requests are being created. Performance Measure information is being collected and verifications will be requested in coming months.

Crystal informed the group that she has accepted a position with SACS as Coordinator of Commission Support and will be moving to Georgia in late January. She will continue her term as CCPRO President as long as no conflict of interest arises and SACS has no objections. The group congratulated Crystal on her new position.

The next meeting was scheduled for January 8, 2010, 10-12 a.m., with 1-3 p.m. reserved for an alternate time.

Adjournment

The group adjourned at 2:50.

- Action Items:

1. Minute corrections for November (Dale)
2. Performance Measure subcommittee white paper draft (Crystal)
3. Peter Ewell to be contacted as possible speaker for March 19. (Keith)

Respectfully submitted,

Dale A. O'Neill

CCPRO Secretary