

CCPRO Executive Committee Conference Call Meeting
February 19, 2010
Minutes

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

Review of Minutes

The meeting began at 10 a.m. Minutes of the January meeting were approved with one spelling correction.

Treasurer's Report

Bo Harmon reported that the checking account total is \$5413.82, and the savings account total is \$8202.33. CCPRO has a new federal tax I.D. number. The group voted to approve an expense of approximately \$50-\$55 for a third party to prepare the necessary non-profit tax forms.

Regional Reports

- *Western Region Report*
Dave reported that the Western Region plans to meet on February 24 at Isothermal. In response to expressed interest, the upcoming Annual Meeting afternoon session for the Western Region will focus on query training.

- *Central Region Report*
Anne reported that the Central Region has been finalizing topics for the afternoon session of the Annual Meeting.

- *Eastern Region Report*
Matt reported that the Eastern Region has also been finalizing topics for the afternoon session of the Annual Meeting.

Old Business

- *Website:* Paul reported on website difficulties which have led to the site being unavailable; he anticipates having the site back up in a week. Part of the difficulty lies in the renewal of the domain name and hosting charge, which is handled by different individuals and leads to a degree of confusion among companies with whom web-related renewals are necessary. At present, Jennifer Ulz renews the domain name; the group commended Jennifer for her service to CCPRO. The group agreed that in order to relieve her of this task burden and in order to streamline the process, the Webmaster should become the single point of contact for renewing the domain name and services.

- *Annual Meeting Plans*
 - Registration: Bo reported that 52 people had registered for the annual meeting: 17 Central, 20 Eastern, and 15 Western. This total includes 5 new members.
 - Logistics and Site Testing: Keith Brown has reported that he will provide transportation and other logistical arrangements for the speaker, Chris Baldwin. Crystal reported for Anne that Davidson is on track with preparations for the Central Region. Crystal will follow up with Anne concerning food. All regional directors agreed that directions for each meeting site will be posted on the website. Matt reported that food preparations have been made for the Eastern Region. He will ask Dr. Dennis Massey to provide the welcome. Dave reported for the Western Region that food arrangements have been made. The group agreed that \$15 per person would be sufficient to cover food costs. Crystal suggested adding the specific afternoon regional activities to the website to assist those in fringe region who may still be deciding which site they prefer to attend. Keith Brown will be at the Eastern Region site, along with the keynote speaker. The group discussed the importance of site testing in preparation for the video conferencing; preliminary checks were reported to be going well. The group was reminded to leave audio on mute when not broadcasting.
 - Regional Activities: The Central Region will have a guided discussion on QEP experiences for the afternoon portion of the annual meeting. The Eastern Region will have two sessions; the first session will deal with query creation related to developmental placement. The second session will be delivered by Donna Shumate and Bryan Miller on the use of PACE surveys to gauge institutional climate. A Newcomer's Welcome will be included, and Mark Puterbaugh will be contacted for FAQ information for newcomers. The Western Region has considered a variety of presentations and will firm up its selection next week. Matt will share the Newcomer's Agenda with Anne and Dave, so that they can update and edit. The afternoon agenda will also be shared so that each region can develop a consistent format.
 - Items for Business Meeting: Three items need to be included in the business meeting: Software Evaluation Council report, Performance Measures Subcommittee report, and a vote on an amendment to the bylaws concerning who can serve on the Executive Committee of CCPRO.
 - Slate of New Officers: Bo Harmon will be nominated as President, and Larry Denny as Past President (since Crystal will be unable to fill this slot due to her new job with SACS). Kim Lawing is working on the slate of additional officers.

- *Performance Measures Subcommittee*
 - Bill Thompson has agreed to represent CCPRO on behalf of the Performance Measures Subcommittee as work progresses. A position paper will be presented to the Executive Committee.
- *Software Evaluation Council*
 - Dave reported that the Software Evaluation Council has met four times via conference call and has developed a third draft of a survey. Once this survey has been administered, the Council plans to conduct a follow up survey to drill deeper into specifics. The long range goal of the group is to set up a consortium for price negotiation on behalf of the various North Carolina Community Colleges. The Council will share information- to-date at the conference.

- **New Business**
 - There was no new business.

- **Adjournment**
 - The committee adjourned at 11:33 a.m.

The next meeting was scheduled for March 15, 2010 at 1 p.m. The group adjourned at 11:45.

- Action Items:
 1. Dale will correct and post minutes.
 2. Bo will have the tax documents prepared via a third party preparer.
 3. Paul will pursue arrangements necessary for the CCPRO webmaster to become the single point of contact for web-related renewals.
 4. All regional coordinators will continue preparations for the Annual Meeting by site-testing for the videoconference, consistently formatting agendas and other materials, and sharing newcomer information.
 5. Matt will ask Dr. Massey to provide a welcome for the meeting.
 6. Kim will complete the additional slate of officers.

Respectfully submitted,

Dale A. O'Neill

CCPRO Secretary

