

CCPRO Executive Committee Conference Call Meeting
March 15, 2010
Minutes

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

Review of Minutes

The meeting began at 1 p.m. Minutes of the February meeting were approved.

Treasurer's Report

Bo reported that the checking account total is \$5415.08, and the savings account total is \$ 8211.80. Tax forms are being prepared by a third-party preparer.

Regional Reports

- *Western Region Report*
Dave reported that the Western Region met February 24 at Isothermal. They did query training and finalized plans for the regional training portion of the annual meeting, followed by a meal.

- *Central Region Report*
Anne reported that the Central Region had not met but had finalized plans for the annual meeting.

- *Eastern Region Report*
Matt reported that the Eastern Region had not met but had also finalized plans for the annual meeting and were resolving technical issues related to site connections.

Old Business

- *Performance Measures Subcommittee*
 - The Subcommittee has not met since the last Executive Council conference call. A position paper will be presented to the Executive Committee shortly. Keith reported that system-wide performance measure information is ready and will be sent out shortly.

- *Software Evaluation Council*
 - Dave reported that the Software Evaluation Council has met once since the last conference call. The Council is continuing its work on a survey to be sent to all North Carolina Community Colleges. The final proposed version will be sent to the Executive Council for review soon.

- **New Business**
- *Annual Meeting Plans*
 - Registration: Bo reported that 68 people had registered for the annual meeting: 23 Central, 24 Eastern, and 21 Western.
 - Logistics and Site Testing: Keith confirmed that he will provide transportation and other logistical arrangements for the speaker, Chris Baldwin. Dr. Dennis Massey will provide the welcome. Keith Brown will be at the Eastern Region site, along with the keynote speaker; he will introduce the speaker. Keith will also obtain a \$100 gift certificate to be presented to the speaker after the presentation. All regions reported that site testing is being done in preparation for the video conferencing, afternoon sessions have been determined, and lunch arrangements have been made.
 - Items identified for the for Business Meeting:
 - President's report
 - Treasurer's report,
 - Regional reports
 - A vote on an amendment to the bylaws concerning who can serve on the Executive Committee of CCPRO,
 - A vote on the slate of proposed officers (Bo Harmon will be nominated as President, Larry Denny as Past President (since Crystal will be unable to fill this slot due to her new job with SACS), Dale O'Neill as President-Elect, Bill Lefevers as Treasurer, Pat Perry as Secretary, Matt Smith as Eastern Region Director, Anne Hennis as Central Region Director, and Duane Rominger as Western Region Director)
 - Recognition of newcomers
 - Closing remarks by Crystal and Bo
 - Agenda check: Details concerning the agenda flow were reviewed and confirmed.

- **Adjournment**

The committee adjourned at 2 p.m.

- Action Items:
 1. Dale will post minutes.
 2. Regional directors will check on connectivity and resolve issues prior to the annual meeting.

3. Bo will send an e-mail on the by-law vote.
4. Matt will provide Crystal with introductory information for Dr. Massey.

5. Keith will obtain a gift certificate for Chris Baldwin.
6. The next meeting will be scheduled by the new president after the annual meeting.

Respectfully submitted,

Dale A. O'Neill

CCPRO Secretary