

**CCPRO Executive Committee Conference Call Meeting
April 8, 2010 – 10:00 AM
Minutes**

Participants: Larry Dendy, Paul Earls, Bill Lefevers, Ladelle Harmon, Anne Hennis, Dale O’Neill, Pat Perry, Duane Rominger, Matt Smith

Meeting called to order at 10:00 a.m. by Ladelle Harmon, Chair

Review of Minutes:

- Minutes of March 15, 2010 Executive Committee Meeting and March 19, 2010 Business Meeting were reviewed.
- Recommendation made to note in March 19 Minutes that vote on Amendment to By-Laws was omitted.
- Duane moved, Pat seconded, that the minutes be accepted as corrected. Motion carried.

Reports

Treasurer’s Report (Ladelle Harmon)

- Current bank statement not received
- Conference cost was \$1,091.70 (below the \$2,000 cap set by the Executive Committee)
- Taxes filed and mailed to IRS at business cost of \$125.00
- Bill and Ladelle will meet next week to transfer treasurer’s responsibility to Bill

Regional Reports (Reports on participation in Virtual Conference and future regional plans)

Western Region Report (Duane)

- Western Region looked at *Compliance Assist* and information shared on *Informer* which can be used in place of Query Builder
- Schedule for Western Region meetings: 5/20/2010 (Blue Ridge CC), 10/22/2010 (Caldwell CC) and 3/18/2011 (Western Piedmont CC)
- Need face-to-face CCPRO meeting in fall to allow for networking and avoid competition with other organizations (i.e., NCAIR, SAIR) and the weather (Note: Ladelle advised that a change to fall would be supported by the by-laws)

Central Region Report (Anne Hennis)

- Twenty-one people attended the afternoon session and discussed Quality Enhancement Plans (topic development, implementation, and challenges).
- The possibility of a summer meeting at Randolph CC with *Informer* as a presentation topic was discussed.

Eastern Region Report (Matt Smith)

- Newcomers introduced
- Matt presented a section on *Development Placement, Cohort Builder and New Non-completers*
- Donna Shumate and Brian Miller presented a session on *SACE* and *PACE*
- Suggestion for future session on *WEAVEonline*/online planning tools
- Next Eastern Region meeting at Pitt CC or one of the southern colleges; date to be determined

CIS Update (Matt Smith)

- No change in the status of the CIS project.
- This item can be removed from the reoccurring agenda and added to New Business if there are new developments.

Old Business**Performance Measures & Standards**

- Anne and Larry serve on the CCPRO subcommittee for review of the Performance Measures and Standards. Larry reported that Crystal Baird was coordinating this subcommittee and they had met once physically and by phone. The subcommittee was on the threshold of concrete action with plans for development of a white paper when Crystal accepted a position with SACS.
- Larry has communicated with Dr. Massey (President's Association) on the funding piece and Dr. Parkhill from Blue Ridge CC on the Measures and Standards piece.
- The Executive Committee agreed that with Crystal's departure that a new leader for the Performance and Standards Subcommittee needed to be appointed. Larry suggested Bill Thompson be approached to fill this role as he is a CCPRO member and also a part of the System Office group looking at these issues. It was suggested that someone check with Keith to see what he would recommend. Larry agreed to fill the position if Bill Thompson cannot. Ladelle will contact Bill Thompson.
- Bill (Lefevers) asked if information on progress had been posted. Larry will share materials that were presented at the Instructional Administrators group last year.

Software Evaluation Council

- Bill is putting together a survey and will get it out next week.

2009-2010 CCPRO Initiatives

- Initiatives pending: white paper, funding possibilities for annual meetings
- Possibility of face-to-face meeting in fall with registration fees and vender sponsorship
- Why membership fee collected as part of registration. Some schools cannot pay membership fees.
- Discussion on the negatives to having a virtual conference (missing out on networking, etc.); it was suggested there be no more than one more virtual conference (see New Business Item on next conference.

By-Law Amendment Vote

- Table item until decision made about Fall Conference. If a conference is held, can vote on the amendment then.

New Business**Keith Brown's Retirement**

- Bo suggested the Executive Committee take Keith to lunch and do something to honour him for his years of service.
- It was suggested that the Committee solicit funny Keith stories (memories) and have a Virtual Roast.
- Motion made by Ladelle, seconded by Bill, that the Executive Committee take Keith to lunch, present him with a plaque for years of service, and make him a life-time Associate member of CCPRO. Motion carried.
- Ladelle will take care of the plaque and determine when we can all get together.

Directory Update

- Paul will finish updating the directory, publish it, and have it delivered.
- Last year's cost was \$319.58 (printing \$296.01 and envelopes for courier delivery \$23.57). Assumed this year's expenses would be no more than \$350.00.
- Dale moved, seconded by Duane, for Paul to proceed with updating the directory provided the cost is \$350 or less. Anything over that amount would need Executive Committee approval. Motion carried.

Next CCPRO Conference

- Discussion held on the future of the CCPRO conference situation.
- A face-to-face conference in the fall was suggested and endorsed by the Committee as preferable to allow for more networking and to eliminate competition with other affiliated groups (NCAIR and SAIR) for dates. Fall dates will also reduce the likelihood of weather issues for those in the western part of the state.
- Motion made by Duane, seconded by Bill, to vigorously pursue the possibility of a fall conference by initially polling the membership to determine the level of support for a fall face-to-face conference; and if favourable, appoint a conference committee. Motion carried.
- Dale will put together survey questions for Bill to develop into an online survey which he will send to Ladelle for distribution. Survey items should gather information on the likelihood of participation if a conference is held in the respondent's region or if held in another region. Need to be able to identify the respondent's region.

Request from Kerri Mercer at NCSU

- Paul received a request from a representative of the National Initiative for Leadership and Institutional Effectiveness (NILIE) who wants the CCPRO membership in spreadsheet format to allow NILIE to contact the IR staff at each college.
- Duane moved, seconded by Larry, that Paul provide Ms. Mercer with that information. Motion carried.

Recognition for Crystal Baird

- Duane moved, seconded by Anne, that the Committee recognize Crystal Baird for her service to CCPRO. Motion passed.
- Ladelle will get the plaque.

CCPRO Website

- Discussion held on updating the CCPRO Website. Duane suggested revision of content be dealt with now. Ladelle suggested that as the year progresses a complete make-over be considered. The later would give Paul more flexibility and ease in updates.

Other Business

Discussion was held on the System Office's plans for Keith's position, and the fact that his retirement leaves the CCPRO At-Large position vacant. Ladelle will contact Sandra Williams to talk with her about the need for planning and effectiveness support from the System Office.

The need for a replacement for the liaison to the President's Group was discussed. Dale said that her President would be willing to serve although he is new to the System. Ladelle will follow up to see if there are others who may be interested as well.

Adjournment

Bill moved, seconded by Duane, and carried that the meeting adjourn at 11:31 a.m.

Secretary: Pat Perry

Action Items

- Dale note in March 19 minutes that vote on Amendment to By-Laws was omitted (post 3/15 and 3/19 minutes)
- Pat post current minutes when approved.
- Bill and Ladelle meet to transfer treasurer's responsibility to Bill.
- Ladelle will contact Bill Thompson about leadership position on Performance Measures & Standards subcommittee.
- Larry will share information presented at the Instructional Administrators group last year regarding work done by the Performance Measures & Standards Subcommittee.
- Bill will get out survey for Software Evaluation Council next week.
- Ladelle will take care of plaque for Keith Brown and determine when we can all get together.
- Paul will finish updating directory and distribute
- Dale will put together "Fall Conference" survey questions for Bill to develop into an online survey which he will send to Ladelle for distribution.
- Paul will provide NILIE with membership information
- Ladelle will get plaque for Crystal Baird.
- Paul will begin revision of content on website
- Ladelle will contact Sandra Williams to talk with her about the need for planning and effectiveness support from the System Office.
- Ladelle will see if there are presidents interested in serving as liaison.