

MINUTES
CCPRO EXECUTIVE BOARD
August 22, 2002 MEETING

The CCPRO Executive Board met on Thursday, August 22, 2002, at Davidson Community College. Present were Betty Adams, Dean Sprinkle, Mark Puterbaugh, Terri Manning, and Pat Perry. Absent were Keith Brown, Lynne Bunch, Jimmy Tate, and Dave White.

Adams opened the meeting.

Budget:

A brief discussion was held on the state of the budget for community colleges.

Peer Review:

- “ Adams presented a flow chart and revised Peer Review Policy & Procedures document for discussion. Further recommendations for clarification of the procedures were suggested, and it was decided that Adams would make the additional changes and forward the newly revised draft to the executive committee for their approval and recommendation to the CCPRO membership for adoption.
- “ Perry will be responsible for getting the 2002-2003 schedule of colleges holding peer reviews to Dr. Brock for inclusion on the web site.

2003 Conference:

An extensive discussion was held on plans for the 2003 Conference to be held at Central Piedmont Community College (North Campus).

- “ The date for the conference was set for February 10 and 11, 2003 at the North Campus of CPCC.
- “ A tentative schedule was established and Manning will contact the session presenters and schedule the necessary campus facilities.
- “ Manning will contact area hotels for rates. The hotels selected will include a complimentary breakfast.
- “ The Executive Board will assist, if requested, in locating members interested in sharing room expenses.
- “ It was determined that door prizes would not be collected this year.
- “ Sprinkle will look for an appropriate memento for the conference.
- “ Conference registration fee will be \$25 to include annual dues.
- “ Conference attendees will pay for box lunches on Tuesday, but Manning will see if her office can provide non-state funds to cover the cost of Monday evening's dinner. Both meal events will involve roundtable sessions.
- “ CCPRO will cover the cost of lunch for new planners on Monday when they will meet for their New Planners Session.
- “ Perry will contact Polly Davis regarding the membership directory.
- “ Conference registration information is to be sent to the membership in October.

Action Plans:

A brief discussion was held on information sent earlier in the week from the System Office regarding guidelines for action plans to address unmet performance measures.

Next Meeting:

Once Manning has confirmed presenters and facility scheduling, she will call the next executive board meeting to finalize the schedule and conference details.

There being no further business, the meeting adjourned at 12:30 p.m.