

MINUTES
CCPRO EXECUTIVE BOARD
August 29, 2003 MEETING

The CCPRO Executive Board met on Friday, August 29, 2003 at 10:00 a.m. at the System Office. Present were Terri Manning, Larry Dendy, Pat Perry, Dean Sprinkle, Mark Puterbaugh, John Gossett and Keith Brown. Absent: Betty Adams and Jennifer Ulz.

Manning opened the meeting.

Peer Reviews: Manning presented peer review reports for Guilford Tech and Surry Community College.

Upon motion of Perry, seconded by Gossett, Guilford's report was approved.
Upon motion of Dendy, seconded by Brown, Surry's report was approved.
Manning will send letters to both schools advising of this action.

Planning for the 2004 Conference: Discussion was held on the pros and cons of holding a combined meeting with NCAIR and SCAIR. It was agreed that periodically holding joint conferences could be an asset to CCPRO members and that further consideration would be given this option for 2004 if CCPRO could offer sessions particular to the needs of its members. A conference call was made to Anne Marie Bellamy, President-Elect for NCAIR. Manning and Dendy will attend a planning meeting on Monday, September 15 at SeaTrails where the NCAIR/SCAIR conference is to be held. Options for alternative scheduling were discussed should CCPRO elect to co-host a joint conference. NCAIR/SCAIR conference dates: February 15–17, 2004.

Possible locations and dates for holding a CCPRO conference, should the board elect not to participate with NCAIR/SAIR, were discussed. Dendy presented site information for the Asheboro area and will gather information for the Greensboro area. The members discussed expanding possibilities for membership to the South Carolina community and technical/vocational colleges which do not have a state-wide planners group.

Manning presented the list of possible session topics compiled from member suggestions and priorities were identified.

Regional directors' reports: In Ulz's absence, Brown discussed the Data Warehouse training that the Eastern Region held in August. Puterbaugh and Gossett also reported on the Central and Western Regions and the possibility of holding similar training in those areas was discussed.

Upcoming peer reviews: The members stressed the importance of the peer review process, especially in light of accreditation requirements and the need to continue to encourage member institutions to plan such reviews on their campuses.

Other business: The importance of CCPRO and how the organization could be more effective was discussed. Suggestions included a mentoring program for new planners, building a standard job description for the planning/research office and putting together a "How To" manual including roles, responsibilities and time lines associated with the work of the planning/research office.

There being no further business, the meeting adjourned at 1:25 p.m.