



CCPRO Executive Committee Meeting
Minutes
October 29, 2019

Meeting began at 1:00 PM.

Members present: Andrew Walker, Anne Oxenreider, Chihoko Terry, David Onder, Elizabeth Davis, Laura Bowen, Maureen Green, and Michael Cobb

Discussion of the 2020 Annual Meeting: Date and Location – Anne

Anne asked, “At the end of the first year, what are the things that you would have liked to have accomplished? What would tell you that I hit the mark?”

- Increased membership
- Increased attendance to the annual meeting
- Developed things that I wished I had when I first started
- Developed better data models
- Create things that members could use like David Onder’s wiki
- Have mentors/buddy/partners for new folks
- Onboard new people
- Have a list of people resources: those who have the skills to do certain things, were good at teaching it, and have the time to do it
- More posts on the website
- Input from members on presentation topic and date for regional meeting

Review and Discuss Conference Satisfaction Survey Results – Anne

Anne opened up the discussion for any open comments:

- Would like to see more presenters
- Have a poster session

Anne opened the discussion about the 2020 meeting dates and draft schedule:

- Possible schedule (many ideas were shared, including the number of days). Below is the last tentative suggestion
 - o Monday, November 2 [optional half day]– start pre-conference at noon, group dinner out
 - o Tuesday, November 3 [optional full day] – pre-conference in the morning, regular conference would start after 12:00 noon
 - o Wednesday, November 4 [full day] – combination of whole group sessions and break-out sessions
 - o Thursday, November 5 [half day] – end by noon

Anne asked the committee to share their general thoughts about the conference survey results

- Overwhelmingly positive
- The session with the lowest results, participants stated that it needed clarity, too unstructured. The core idea was well received.
- Location in the convention center conference rooms were less than ideal, too tucked away



CCPRO Executive Committee Meeting
Minutes
October 29, 2019

- For a convention center, the WIFI was weak.

There was a consensus that if held as a separate conference that the 2019 location would still be a good location for the annual meeting. Whole group sessions could/would include the RPM Team, the IT Team at NCCCS, and the Belk Foundation/NC State.

There were some concerns that having the annual meeting in November, which would make three conferences in a row: NCCC System Conference (October), CCPRO Annual Meeting (November), and SACSCOC Annual Meeting (December). We could perhaps attach the CCPRO Annual Meeting to the System Conference, if done well.

Establish a Team to Determine Annual Award Processes – Anne

At the annual meeting, Liz and Kristy Craig expressed interest in working on this committee and its process. Andrew also expressed his willingness to work on this endeavor. Anne stated that she would invite other CCPRO members via the listserv.

Begin Planning for Summer Drive-in Meetings – Anne

Anne recognized that there are three new regional directors. Regional directors begin polling their members for summer drive-in meetings by the next monthly meeting. One Executive Team member asked if the date should be set or should a director elicit input from their regional members. It was agreed that input for the date as well as content should come from the regional membership. Regional meetings have generally been in June/July but a couple of years ago they were in March/April. Meeting dates should probably be set in January so the directors can inform their regional membership.

Current Representatives on NCCCS Committees – Andrew

Andrew stated that CCPRO membership on NCCCS committees have largely been filled by word of mouth. He also stated that the NCCCS Data Governance Team was have the CCPRO Past President, but that was not always the case. Andrew suggested that we ask who is serving on such committees and which ones. We could then post on the CCPRO website. When emailing the listserv with the minutes, Anne will ask members to report on which NCCCS teams/committees they are serving.

Report on Review of Membership Lists – Michael

Michael has received updated member list from two of the three regions. Bill Schneider sent him an updated list of the System office's five member RPM Team. Michael standardized the contact information across the contact lists. Once he has the missing updated list, Michael combine them and update the CCPRO site. One contact list title, "college address," had either physical or mailing address. Michael asked the committee what their preference was. It was decided that a physical address was more useful. Michael will make that informational and title change to the contact list.



CCPRO Executive Committee Meeting
Minutes
October 29, 2019

Update on the Website - Chihoko

Chihoko is happy to maintain or change the website to meet the needs of the group. There was some discussion of the Executive Committee page. Anne and the group left it to Chihoko to design the website as she sees fit.

Other

- Liz asked the group about SACAD (<http://www.sacad.org/>). Some Executive Committees member have only attended luncheons sponsored by SACAD while attending an Annual SACSCOC Meeting. In a conversation with the organization, Liz learned that they are amenable to a more intensive focus on regional professional development such as a regional CCPRO-type of group. It may be another opportunity for CCPRO to be involved, either through presenting at SACAD, having a CCPRO member involved, or some other opportunities. Liz will send a link.
- Anne asked if the length and day/time worked for everyone. Was it too rushed? Did it need an hour and a half? The group decided to keep the meeting at an hour on Tuesdays at 1:00 PM.

Meeting ended at 2:15.