CCPRO Executive Committee Meeting
Minutes
November 21, 2019

Meeting began at – 8:46 AM

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

Opening Discussion: Anne asked the committee's thoughts about being what we would we like to hear after the CCPRO Annual Meeting in 2022? What would you specifically want to hear from members?

- We have an awesome data warehouse solution.
- Members were able to find a person that they could call and get answers related to their work.
- Members were able to find some mentors.
- Members were able to find the resources they need to get their job done.
- As IE/IR departments we were able to invite other people from our colleges to do and learn IR processes.
- That we were able invite other college colleagues to our conference(s).

Old Business:
- Annual Meeting Dates and Location - Anne
    o In light of the recent "Save the Date" recently sent out by the System Office, the previously discussed dates work. The committee discussed and agreed on the following for next year's Annual Meeting:
        ▪ will start Monday, November 2 as an optional half day, starting the pre-conference portion at noon with a group dinner that evening
        ▪ pre-conference with continue Tuesday, November 3 as an optional full day – pre-conference in the morning, regular meeting would start after 12:00 noon
        ▪ regular portion of the annual meeting would continue Wednesday, November 4 with a combination of whole group sessions and break-out sessions
        ▪ the annual meeting would conclude Thursday, November 5 ending by noon
- Award Process – Anne
    o Kristy Craig (Carteret) and Andrew will join the team in creating awards to be given at the annual meeting. If there are others who are interested, please forward those names to Anne. Anne will post the idea on the listserv. The plan is to have two or three awards.
- Membership on NCCCS Committees or Teams – Anne
    o Anne will send out a request to find out what who is currently serving on any committees or teams.
- Review/changes to by-laws and constitution

- o Anne reviewed the latest version of the CCPRO by-laws and constitution. The highlighted change and corrections will be taken off prior to posting. Chihoko will put on the website.
- Website Access
  - o Anne added additional Executive Committee members as website users and gave the committee a quick demo on how to post.

Updates/Reports:
- Regional Directors - Potential Dates for Summer Regional Meetings
  - o For the Eastern Region, Maureen determined that the month of June was fine last year, but some thought that this time is often spent as vacation with their own family.
  - o For the Western Region, Laura created a survey monkey and has received 15 responses so far. Currently Thursday, May the 28th is a date that everyone can attend. Last time the regional meeting was at Cleveland CC, but she is exploring having it at another college.
  - o For the Central Region, Liz is first trying to find available times before sending out a survey.
- Secretary's Report – Michael
  - o Regional membership lists and minutes have been posted. The lists are in the same location while minutes can be found in the "News" blog. Please contact Michael if you see anything that needs to be corrected.
  - o There was a discussion about including standardized areas of expertise to the member profiles. We will start with the executive committee and share with each other before posting it to the website. We can gain additional profile amendments from our regional meetings. The goal is to share each other's profiles by January to bring uniformity to the profile addition.
- Treasurer's Report – Meghan
  - o Meghan stated that the treasure handoff is complete.
  - o Andrew asked if we could have a pre-annual meeting and post-annual meeting finance report to get a picture as to the financial status of CCPRO. David asked if it could also include a list of actual expenditures for the annual meeting.
- Webmaster – Chihoko
  - o Chihoko stated that many changes have been made to the website, and others are planned.
  - o The committee asked Andrew if he would lighten some of the photos of the executive committee, which seemed too dark.
  - o A couple of committee members stated that we need to update CCPRO and NCCCS committee members' lists. Some of the committees now have different members and other committee members were no longer on the list. Also, there were committees that are not listed. Liz asked that if we could also add which are ad hoc, which are standing committee, and put in parenthesis which are CCPRO

or NCCCS committees. Andrew and Anne said that would contact Bill and Ashley.

- o History – Chihoko stated that History needs to be updated. Anne will talk to John Boone to ask him to work with Andrew to get a draft by September before the annual meeting.
- o Chihoko and Anne stated that the section of the home page "New Member" page was deleted. It was slowing down the loading of the CCPRO home page.
- o Chihoko change the Executive Committee tab adding links to the new and former committees.

- Vice-President (President-elect) – David
  - o David stated that he is working on a number of "new member initiatives" beyond the wikis that he has already created. (https://haywood-ierg.github.io/colleague-wiki/ and https://haywood-ierg.github.io/ccir-wiki/)
  - o David gave an update on Microsoft Office 365 and Google for non-profits. At this time we do not qualify as a non-profit for either Microsoft or Google. David will be calling Microsoft later today to find out whether they reconsider if we qualify for them.
  - o Belk Center for Community College Leadership and Research – David asked if CCPRO could communicate with NCCCS President about working with the Belk Center. The President at Isothermal CC is the President-Elect of the Community College President Association, and David asked if Anne could talk with her president to facilitate this connection. The purpose would be to ascertain whether the Belk Center could do something like the Presidents Academy but for IE/IR professionals in the state. Liz stated that she can mention the idea at her meeting tonight with Belk Center representatives so as to give a heads up while we will go through the regular channels.
  - o David stated that he liked the idea of working with new members' initiatives and thought that the role of the president-elect could be to focus on new members, i.e., creating a pre-conference workshop, taking the lead from the wiki that is already created. Liz who became a CCPRO member through her attendance at the NC AIR conference, is happy to help, including helping to host new member workshop at next year's annual meeting.

- Past President's Report – Andrew
  - o Report from Data Governance Committee – The CCPRO Past President serves on the Data Governance Committee Sub-chair for the Data Team with the goal to "Provide guidance on capturing, defining and researching data constructs within Colleague." Every year the new chair will be replaced with the next CCPRO Past President. The newest member on the team is Dr. Manju Shah from the NCCCS System Office. She was a dean at Wake Tech over Business and Analytics program. Andrew knew her as she served in her past role and only had positive things to say about his past interactions with Dr. Shah. The goal for the Data

Team moving forward as defined in the last Data Governance Committee Meeting.

1) Create a basic dictionary that defines the raw data elements, as collected from Colleague, and which will soon be available in the new Warehouse,
2) identify elements from this list that are problematic for stakeholders in terms of field definitions, field data entry or where data aggregation is an issue,
3) start by building a priority list of the "dirty dozen" fields, after consulting with multiple stakeholders, including reporting teams, registrar's office and others."

o The Data Governance Committee will meet next in January, 2020.

New Business:

- Invitation to possible speakers for the next annual meeting – Anne
    o Anne suggested that President Dalton as a keynote speaker for the next annual meeting. The committee agreed.
    o Anne mentioned that the Belk Center and President Dalton were on her list to contact.
    o Anne also mentioned that she would like to see the Odom Institute come and present on how to design and create a basic but effective surveys. Michael and Anne will work on this.

Meeting ended at – 9:50 AM