



CCPRO Executive Committee Meeting Minutes December 17, 2019

Meeting began at 1:05 PM

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

Opening Discussion:

On the CC PRO Site, the News posting tab, one can add comments to any post, which Anne illustrated. Committee members shared some possible upcoming posts that they were considering:

- Meghan will post about her experiences with a SAS Enterprise Guide training in Cary.
- Andrew will post on the creation of a CC PRO sanctioned data warehouse
- Elizabeth may post ten questions that she had when she first started in her role.
- Anne will post a shortened version of IE/IR activities that one could do for a college meeting.

CCPRO Annual Meeting 2020:

Anne confirmed that President Dalton will come on the Tuesday of the annual meeting. She also stated that President Dalton is happy to connect us with any of the work that Belk Center is doing on behalf of North Carolina Community Colleges. Other options of conference or pre-conference session are *EdNC* and *myFutureNC*, both through the Belk Center. Elizabeth stated that her main contact at the Belk Center is A.J. (Audrey Jaegar). Elizabeth spoke to James Bartlett and Carrol Warren, who are also part of the Belk Center, to let them know that CC PRO (via Peter Hans) would be reaching out about working together. Anne stated that she would be reaching out directly rather than going through Peter Hans.

Michael stated that his connection with the Odum Institute at UNC Chapel Hill originated from a past CC PRO conference. At that time, a speaker and representative offered qualitative and quantitative research help to community colleges, both as an institution and as individual community college employees. Michael took advantage of the offer while doing doctoral work. Andrew has connections with Dr. Shaw through the Data Governance Committee. Dr. Shaw was Dean over the Business Analytics program at Wake when Andrew completed that certificate. Anne mentioned Dr. Kim Gold who was President Robeson CC. She now works at NCCCS and has a lot of IE experience.

David spoke about NCAIR and the upcoming conference date in March, which he will be attending. He spoke about some advance work that he could tap into while in attendance. David stated that there have been some good presentations, like Elon University. Elon University is close to site of our annual meeting, so they could possible present. Andrew and Anne may also go to the NCAIR Conference.

Elizabeth asked if we could have discussion groups like at SACSCOC. Someone asked if that was in addition to or replacing poster sessions. Elizabeth said that poster sessions can sometimes



CCPRO Executive Committee Meeting
Minutes
December 17, 2019

be intimidating. She enjoyed the SACSCOC discussion groups because one is able to hear what others were struggling with, what they are doing. David stated that we could fit both into the schedule -- maybe after lunch on alternate days. We would have to determine when they can happen and what each would entail.

Updates/Reports:

- Regional Directors' Report
 - o Eastern Region: Maureen did not have anything to report at this time.
 - o Central Region: While on the plane ride back from the SACSCOC Annual meeting, Elizabeth was talking to Maureen about presenting at each other regional meetings. All agreed that was a good idea.
 - o Western Region: Laura asked if it would be beneficial to pick one or two SACSCOC IE standards to discuss at a regional meeting. Laura stated that her college is doing more things with data analysis. Bruce Cole, who uses Tableau, may put a session together, if it would be beneficial. Anne mentioned that her SACSCOC Vice President came by to visit her college and the leadership team. She indicated that standard 6.2.a, faculty overload, and committee work might be areas in which to focus.
- Secretary's Report: Michael asked if the process for vetting the meeting minutes was working. Everyone seemed to agree. Michael also stated that he has made corrections to member information and has added new members. If anyone has any corrections or additions, please let him know.
Treasurer's Report: Meghan reported that there was a glitch in the bank's correspondence with having the correct address. She is still waiting for paperwork from SECU to complete the Treasurer's Report, but she told the Committee that the Summary of Accounts as of 12-11-19 was a Dividend Checking Balance of \$ 6,191.41 and Shares balance of \$ 2,634.95
- Webmaster: Chihoko had nothing new to report
- Vice-President's (President Elect) Report: David stated that his items were more new business than a report: GSuite versus Office 365. The following is information on both:
Google
 - Basic (\$6/month) - 30GB shared storage
 - o Gmail with a custom domain
 - o Drive
 - o Docs, Sheets, Slides (Online only)
 - o Forms for surveying
 - o Hangouts Meet (video with up to 100 people)
 - Business (\$12/month) - Unlimited (1TB) shared storage
 - o Gmail with a custom domain
 - o Drive
 - o Docs, Sheets, Slides (Online only)
 - o Forms for surveying



CCPRO Executive Committee Meeting
Minutes
December 17, 2019

- Hangouts Meet (video with up to 150 people)

Office 365

- Business Essentials (\$5/month)
 - Email (50GB) with a custom domain
 - OneDrive (1TB)
 - Word, Excel, PowerPoint (Online only)
 - Forms for surveying
 - Microsoft Teams (video with up to 250 people)
- David recommended Office 365 Business Essentials.
- Past President's Report: Andrew had nothing new to add other than the data warehousing discussed previously.
- President's Report: Anne stated that much was covered in today's meeting. The next meeting there is a conflict, and the group chose an alternate date. With everyone's approval, Anne was going to move forward in choosing the Koury Center for the next CCPRO Annual Meeting site. In response to the email sent out to membership, Anne mentioned that she has received email regarding CCPRO members belonging to various NCCCS teams and committees. She will be pull that list together in the near future.

New Business:

Anne stated that she believed the initial/home CCPRO page, Hero page, might be loading slowly. She also wondered about including the news posts on the landing page.

Meeting ended at 1:54 PM

Next meeting

January 23rd at 1:30 PM.