

CCPRO Board of Directors

Meeting Minutes

September 21, 2017

12 p.m.-1 p.m.

1. **Call to order Anne Krueger**

The meeting came to order at 12:00 p.m.

1. **Roll Call**

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| --- | --- | --- | --- |
| **Name** | **Position** | **College** | **Absent/Present** |
| Anne Krueger | President | Grossmont-Cuyamaca CCD | P |
| Karin Marriott | Vice President | Mt. San Jacinto College | P |
| Lauren Milbourne | Secretary | Cuesta College | P |
| Sheryl Herchenroeder | Treasurer | Chaffey College | A |
| Laura Gropen | Past President | Palomar College | P |
| Jeffrey Heyman | Communications | Peralta CCD | A |
| Kristen Hyuck | Membership | MiraCosta College | P |
| Tim Leong | Mentor Coordinator | Contra Costa CCD | P |
| Lillian Leopold | Region: Southern | Southwestern College | P |
| Miya Walker | Region: Los Angeles | Cerritos College | P |
| James Meier | Region: Inland Empire | College of the Desert | P |
| Coni Chavez | Region: Central | Yosemite College | P |
| Megan Rodriguez | Region: Bay Area | Canada College | P |
| Peter Griggs | Region: Northern | Shasta College | P |
| Jan Bernstein-Chargin | CCPRO Awards Chair | Gavilan College | A |

**CONSENT AGENDA**

1. **Approval of June, July and August 2017 minutes Lauren Milbourne**

A motion was made to approve the June, July and August 2017 meeting minutes. (M/S/U – L. Milbourne / K. Marriott)

1. **Treasurer’s report Sheryl Herchenroeder**

No Treasurer’s Report was provided.

**ACTION/DISCUSSION ITEMS**

1. **Professional Development Update Tim Leong**

T. Leong reported that in an effort to provide greater value to its members, CCPRO is considering the expansion of its Mentoring Program to include professional development opportunities. In August, a survey was distributed to determine the level of demand for mentoring and professional development. The survey garnered 31 respondents and found that regarding mentoring, many are interested in connecting with others to brainstorm and discuss ideas. Professional development opportunities in demand include webinars, expanded discussions on conference topics, in-person regional discussions, and more. T. Leong sent details on the survey findings to the Board members prior to today’s meeting.

There were concerns about the statistical relevancy of a survey with only 31 respondents. The group discussed the option of sending the survey out again in order to increase participation, and agreed to consider this option and re-agendize the item for the October meeting.

It was noted that CO Vice Chancellor Paul Feist is interested in partnering with CCPRO; A. Krueger will speak with him about this.

1. **Treasurer Vacancy Anne Krueger / Laura Gropen**

L. Gropen reminded the group that CCPRO currently has a Treasurer vacancy. Until now, individual CCPRO Board members have held the Treasurer position; in order to legally ensure proper checks and balances, it is recommended that the Board consider hiring an outside entity to oversee CCPRO’s monetary transactions.

L. Gropen reported that the Community College League of California (CCLC) is currently considering managing the CCPRO treasury account. The CCLC’s potential role would be to oversee the CCPRO bank account and PayPal account, however it would not collect membership fees nor update the membership list. Therefore, CCPRO may need to continue collecting membership checks while managing the membership list. The CCLC would charge a seven percent overall administrative cost.

A motion was made to negotiate with the CCLC an MOU for the current year - that does not exceed seven percent of our annual overall balances - that provides CCPRO with accounting assistance. (M/S/U – K. Marriott / K. Hyuck)

It was clarified that if the CCLC provides accounting assistance to CCPRO, the Treasurer position would then serve as a liaison to the CCLC.

At this time, L. Gropen requested a second motion for an MOU with the CCLC. Last year, the CCLC managed the CCPRO conference; an MOU is needed to do the same for 2018. The experience last year was quite positive; the CCLC handled the online registration system, e-messages to registrants, and followed up with those who had not submitted payment. The MOU requested today is the same as last year and includes a seven percent administrative fee. The MOU will also pay for League member meals at the conference, excluding alcohol.

A motion was made to move forward with pursuing an MOU detailing that the CCLC will manage the 2018 CCPRO conference. (M/S/U – K. Marriott / J. Meier)

1. **Website Update Jeff Heyman**

J. Heyman is currently updating the CCPRO website and continues working toward figuring out the security issues. L. Gropen will also continue to work with GoDaddy on the security issues.

L. Milbourne will send all recently approved CCPRO meeting minutes to J. Heyman and he will post them to the site.

It was requested that any outdated web content be reported to J. Heyman.

T. Leong created the CCPRO Twitter account; it was requested that he provide the account password. He stated that he will look for it.

1. **Membership Drive Kristen Hyuck**

After some discussion on how to best proceed with reaching out to non-CCPRO members, it was agreed that Membership Coordinator K. Hyuck will first need an updated list from Treasurer S. Herchenroeder detailing what colleges have paid their membership fees for the current year. It was suggested by M. Walker that the regional representatives could then contact their regional colleges that are not currently listed as members. K. Hyuck will oversee and help with this process.

1. **Writing Scholarship Lillian Leopold**

No update was provided. L. Leopold stated that she will work on this and the item will be reagendized.

1. **Conference Update Karin Marriott**
   1. **All Pro Honorees**

Retired All PRO honorees will be invited to attend the 2018 conference in order to help celebrate the 30th anniversary of CCPRO. It was suggested that those who attend be provided a free conference registration; if 15 retirees attend, that would equate to approximately $3K.

A motion was made to approve paying the registration fees for retired All PROs who attend the 2018 CCPRO conference. (M/S/U – L. Gropen / L. Milbourne)

A. Krueger and K. Marriott will contact and invite the retired All PROs.

* 1. **Graphic Artist**

Cuesta College graphic designer Anthony Herrera has a side graphic design business and expressed interest in designing the 2018 conference logo, registration documents and conference program. He has proposed a maximum cost of $1,125. Last year, the graphic designer contract was set at $1,200.

A motion was made to approve Anthony Herrera to design the 2018 CCPRO conference logo and program at a cost not to exceed $1,200. (M/S/U – A. Krueger / M. Walker)

It was noted that logo concepts are needed by A. Herrera by mid-October for the Board to review. L. Milbourne will relay the message.

1. **Sponsorship Update Laura Gropen**

A. Krueger noted that she has made initial contact with potential sponsors for the conference. More to come at the next meeting.

1. **Online CCPRO Awards Update Karin Marriott**

Over the past few months, a CCPRO task force has worked to identify, review and interview various online award platforms. The task force evaluated four models, and the proposals for the top two platforms (Better BNC and Open Water) were sent to the Board members for their review.

Today, the task force is recommending Better BNC due to its affordability, quality product, and the fact that Better BNC was formerly used by NCMPR (which would translate to some CCPRO constituents being familiar with it). The total cost is approximately $11K over three years. The interface for those submitting awards and judging is very user friendly; only the CCPRO Award Chair should need training to navigate the system.

After a discussion was held on the various online award options, a motion was made to approve Better BNC as the official CCPRO Conference Awards online platform. (M/S/U – L. Leopold / J. Meier)

Next steps: K. Marriott will contact Better BNC to formalize the contract and connect them with Treasurer S. Herchenroeder.

1. **Next meeting date**

October 19, 2017. It was noted that K. Marriott will lead the meeting in A. Krueger’s absence.

The meeting concluded at 1:03 pm.

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