**CCPRO Board of Directors Minutes – June 2017**

**June 15, 2017, 12:00 p.m. – 1:00 p.m.**

1. **Call to Order**

A. Krueger called the meeting to order at 12:05 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 | P |
| Laura Gropen | Past President | Palomar College | A |
| Jeffrey Heyman | Communications | Peralta CCD | P |
| 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 | A |
| Coni Chavez | Region: Central | Yosemite College | A |
| 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 May 2017 Minutes**

The minutes from May 2017 were approved as presented. (M/S/U – K. Hyuck / M. Rodriguez)

1. **Treasurer’s Report**

Wells Fargo: $37,291.72

PayPal: $4,685.73

To deposit: $1,067.50

Total: $43,044.95

There are no outstanding invoices, although funds from the League have not been received for the conference. It was stated that L. Gropen will call the League about this.

The Treasurer’s Report was approved as presented. (M/S/U – M. Walker / L. Leopold)

**ACTION ITEMS**

1. **Bylaws Review** 
   1. **Membership Approval**

The issue at hand is that in order for the revised CCPRO bylaws to be approved, they must be voted on by the CCPRO members-at-large. In the past, this has been accomplished by holding a vote at the CCPRO conference. The next CCPRO conference is scheduled for April 2018.

A. Krueger suggested that the group proceed by posting the Board-approved bylaws on the CCPRO website, and then hold a vote to approve at the 2018 CCPRO conference.

The Board members on the call made minor grammatical edits to the bylaws and updated the document to reflect the current Board president.

At this time, a motion was made and seconded to approve the bylaws with the suggested changes. (M/S/ – L. Leopold / T. Leong)

A discussion ensued, and the group talked about expediting the voting process. There was general agreement that April 2018 is a long time to wait to hold a vote. T. Leong suggested holding an online vote via Outlook.

A vote was taken on the motion; it passed. (M/S/U - L. Leopold / T. Leong) The group agreed to revisit the topic of expediting the vote during the September 2017 meeting.

1. **Website Updates**
   1. **Search Issues**

Although the CCPRO website is now up and running, it was reported that searching for “CCPRO CA” on Firefox results in error messages. The group was directed to send screenshots of any error messages they encounter to L. Gropen and she will follow up with GoDaddy.

A. Krueger requested of the group recent photos for the home page. Photos could be from the 2017 conference, or individuals on their campuses. It was suggested that web content include material generated via PIO list serve queries and training materials.

J. Heyman offered to be the website coordinator.

* 1. **Content Updates**
     1. **PRO Awards – List of 2017 Winners & Categories**

The list of winners and categories of the 2017 PRO Awards will be posted to the website soon.

* + 1. **Board Meeting Minutes – take out old years and fill in current years we have**

L. Milbourne will send all past meeting minutes to L. Gropen in a web-ready format.

* + 1. **Peer to Peer – Call it CCPPRO Blog**

The group liked the idea of creating a CCPRO blog; it was suggested that it be in an RSS feed format.

* + 1. **Board Headshots & Contact Info**

A. Krueger will send another request to Board members who haven’t sent head shots.

1. **Regional Drive-Ins**
   1. **Approval of up to $1,000 front money for regional events**

Organizing regional events for college reps could not only encourage membership, it would also provide professional development opportunities, support, and the ability to network for CCPRO members. On the table is $1,000 to support the organization of regional events. T. Leong is currently leading an ad hoc committee looking to develop professional development activities for the regions.

A motion was made and to approve up to $1,000 for CCPRO regional events. (M/S/U – K. Marriott / L. Milbourne)

**DISCUSSION ITEMS**

1. **Membership Drive**

The initial email to all PIOs was sent to encourage CCPRO membership. A. Krueger requested that regional reps reach out to their constituents to encourage membership.

1. **Conference Update**
   1. **Hotel Choices**

P. Griggs reported that after gathering various proposals from Sacramento-area hotels, he narrowed it down to the following four:

1. Holiday Inn
2. Sheraton Grand
3. Doubletree by Hilton
4. Hilton Arden West

The group discussed the pros and cons on each hotel; the first two are in the downtown and walking distance to the capitol building; the other two are further from downtown. The group discussed staying in a newer hotel versus and older one.

In the end, the list was narrowed down to the Hilton Arden West and the Doubletree by Hilton; potential conference dates are April 11-13 or April 18-20.

* 1. **Conference Theme**

The tagline of “30 Years of Capitalizing on Success” was suggested as the conference theme as it speaks to CCPRO’s 30th anniversary, the location of the conference (state capitol) and the mission of the CA community colleges. The Board will vote on the theme at the July meeting.

1. **Approval of CCPRO Regions**

Currently there are six CCPRO regions. Colleges located in the inland central area of CA are currently a part of the Inland Empire region; it was suggested that they be moved into the Central region (due to their closer proximity to the colleges in that region), or are separated into their own region. The group discussed the challenges associated with creating more regions (more to manage/coordinate) versus the challenge of moving said colleges into the Central region (colleges will be so spread out the likelihood of feasible drive-in meetings is slim).

J. Meier agreed to take the lead in organizing a call with the regional reps to discuss region alignment. T. Leong volunteered to be on the call in order to provide historical perspective.

1. **Update on Online CCPRO Awards**

K. Marriott reported that a team of current CCPRO Awards Chair J. Bernstein, past-chair L. Milbourne, and J. Meir are currently looking into four vendors. The subcommittee will narrow it down to two and request demos. A recommendation on an online awards vendor will come to the Board later.

1. **Next Meeting Date**

July 20.

The meeting concluded at 1:06 pm.