

## CCPRO Board of Directors Minutes – March 2017

March 23, 2017, 11:30 a.m. – 12:30 p.m.

### 1. Call to Order

Laura Gropen called the meeting to order at 11:32 a.m.

### 2. Roll Call

Name	College/District	Absent/Present
Connie Chavez	Yosemite CCD	P
Tere Fluegeman	South Orange County CCD	P
Ann Garten	El Camino College	A
Laura Gropen	Palomar College	P
Sheryl Herchenroeder	Chaffey College	P
Anne Krueger	Grossmont-Cuyamaca CCD	P
Tim Leong	Contra Costa CCD	P
Lillian Leopold	Southwestern College	A
Karin Marriott	Mt. San Jacinto College	P
Lauren Milbourne	Cuesta College	P
Walleed Nasr	Santa Monica College	A
Megan Rodriguez	Canada College	A

### CONSENT AGENDA

### 3. Approval of October 2016 Minutes

The minutes from February 2017 were approved as presented (M/S/U – L. Milbourne / A. Krueger)

### 4. Treasurer's Report

\$4,828.28 - PayPal

\$60,872.98 - Wells Fargo

\$6,175.00 - to deposit

\$71,876.26 - sub total

\$117.47 - outstanding checks

\$1,300.96 – pending credit card transactions

\$70,457.83 – TOTAL

\*debts & receivables upcoming: conference registrations, hotel cost & CCPRO awards

A motion was made to approve the March 2017 Treasurer's Report; the vote passed with one abstention. (M/S/P – A. Krueger / C. Chavez, abstain: K. Marriott)

## ACTION ITEMS

### 5. Review Procedures for 2<sup>nd</sup> Wells Fargo Signatory

Currently, Treasurer S. Herchenroeder is the sole signatory on the CCPRO Wells Fargo account; there is no second signatory. After discussing which Board position should serve as the second signatory, it was noted that the current bylaws state that the Secretary serve as the secondary; however, no procedure delineates this. A motion was made to add the Secretary as the 2<sup>nd</sup> signatory on the Wells Fargo account as notated in the drafted bylaws. (M/S/U – L. Gropen / A. Krueger)

### 6. Review Procedures for PayPal Account Use

Currently, Treasurer S. Herchenroeder is the sole authorized user on the CCPRO PayPal account; there is no second authorized user and the account is tied to her personal email address. It was suggested that a generic CCPRO Gmail email address could allow access to the account by multiple users. A motion was made to create a CCPRO Gmail account and provide both the log in credentials and authorization for the email address and PayPal to both the CCPRO Treasurer and Secretary. (M/S/U – A. Krueger / L. Leopold)

It was added that CCPRO should eventually have a professional email address in order for people to contact CCPRO directly.

### 7. Bylaws Revision Review & Feedback

As the ad hoc committee continues to update the bylaws, it became apparent that the number of regional representatives should be amended. In particular – the northern region should be split in two due to the number of districts. T. Leong suggested have a Northern Region and Bay Area Region. He added that splitting up the Southern Region could be beneficial.

The group requested that the bylaws be sent out to the whole membership via email and agendaize a full vote at the upcoming CCPRO conference.

### 8. Status of CCPRO Website

No discussion was held.

### 9. CCPRO 2017 Conference Update

#### a. Conference Registration

No discussion was held.

#### b. Sponsorships

T. Leong reported that he has secured \$12,500 in sponsorships. The sponsor bingo card winner will get a \$200 Amazon gift card.

#### c. Presentations

Nearly all conference program content delineating the presentations is complete. It was noted that the Chancellor's Office will hold a focus group on transfer degrees on the Wednesday during the conference.

#### d. Audio-Visual

Audio-visual will cost \$5,700, which is in line with previous years' costs.

**e. Awards Judging Process**

CCPRO Awards Chair K. Marriott noted that 38 trophies and 115 certificates have been ordered.

K. Marriott suggested that the Board look into bringing the judging process online and into digital form. L. Gropen directed a subcommittee of K. Marriott, her assistant Eric, and L. Milbourne research vendors and make a future proposal to the Board. It was noted that the vendor costs would need to be covered by the PRO Award entry fee.

L. Gropen reported that a single scholarship application was received this year by S. Herchenroeder. A motion was made and approved for S. Herchenroeder to receive a scholarship for the 2017 CCPRO Conference. (M/S/U – A. Krueger / T. Leong)

**10. CCLC Contract w/ CCPRO**

This item was not discussed.

**DISCUSSION ITEMS**

**11. Outcome of Meeting Between CCPRO, AACC & CCLC**

This item was not discussed.

The meeting concluded at 12:30pm.