

# CCPRO Board of Directors Minutes – October 2016

October 31, 2016, 8:30 a.m. – 9:30 a.m.

## 1. Call to Order

Laura Gropen called the meeting to order at 8:34 a.m.

## 2. Roll Call

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

## CONSENT AGENDA

### 3. Approval of September 2016 Minutes

A motion was made to approve the minutes from September 2016 as presented. (M/S/U - L. Milbourne / B. Madden)

### 4. Treasurer's Report

No Treasurer's Report was provided due to the absence of Treasurer Herchenroeder.

## ACTION ITEMS

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

L. Gropen reminded the group that at the last meeting, it was recommended that Treasurer Herchenroeder craft procedures to add a second signatory to the Wells Fargo account. However, this item will need to be re-agendized to the next meeting due to the absence of Treasurer Herchenroeder.

## **6. Procedures for PayPal Account Use**

L. Gropen reminded the group that at the last meeting, it was recommended that Treasurer Herchenroeder craft procedures for usage of the PayPal account. However, this item will need to be re-agendized to the next meeting due to the absence of Treasurer Herchenroeder.

## **7. Bylaws Revision Review & Feedback**

Due to the absence of T. Leong, this item will need to be re-agendized for the next meeting. It was noted that the next agenda will include the specific bylaws up for review in order to allow the Board to vote on them individually. B. Madden stated that she will work with T. Leong on this.

## **8. CCPRO 2017 Conference Graphics/Logo Update**

The logo has officially been chosen (castle), the conference Save the Date email was sent recently, and the call for award entries will be sent out next month. L. Gropen commented that it may be beneficial to reach out to the different colleges to find out which ones are planning to attend the conference. Regular conference planning meetings were set for the for the 3<sup>rd</sup> Tuesday of each month at 10am, beginning on October 15. L. Gropen added that she will ask Lillian Leopold if she is willing to handle managing the conference presentations.

## **9. CCPRO Awards & Inclusion of Chancellor's Office Update**

L. Gropen stated that the Chancellor's Office will be allowed to participate in the awards this year (per past meeting discussions regarding whether this practice should continue).

## **10. CCLC Contract w/ CCPRO**

L. Gropen will bring the CCLC contract to the next meeting and/or send via email for Board approval.

## **DISCUSSION ITEMS**

### **11. 2016-2017 Membership Drive/Update**

In the past, membership forms were housed and accessed from the CCPRO website. However, the Board currently has no access to the CCPRO website; the credentials to get into the site are incorrect. Therefore, L. Gropen is going through a third party (GoDaddy) to get into the site. Until then, the site cannot be used to for membership purposes.

### **12. Organization Specifics (legal)**

L. Gropen stressed the importance of hiring a vendor to help run CCPRO in the background due to website, monetary and other issues that have come up as time has progressed and the organization has grown. Allowing the organization to be run solely by volunteers is no longer the best course of action and she has been looking into how the organization can increase its efficiency.

Similar to CCPRO is the National Council for Marketing & Public Relations; that organization is run by the Association of CA Community Colleges Administrators (ACCCA). L. Gropen requested that the Board consider partnering with AACC. A discussion ensued, and various Board members expressed support for this idea and agreement that CCPRO needs to seek out management services. It was noted that the services may be expensive but it is worth looking into.

A motion was made to direct the CCPRO president and vice president to meet with representatives of AACC and the Community College League of CA and discuss the potential management of CCPRO business operations. (M/S/U – B. Madden / C. Chavez) L. Gropen stated that her goal is to bring a proposal to the December Board meeting.

The meeting concluded at 9:15 a.m.