



CCPRO Board of Directors  
Meeting Minutes  
September 20, 2018  
12:00 p.m. - 1:00 p.m.

**1) Call to order**

**Lauren Milbourne**

The meeting came to order at 12:02 p.m.

**2) Roll Call**

<b>Name</b>	<b>Position</b>	<b>College</b>	<b>Absent/Present</b>
Anne Krueger	President	Grossmont-Cuyamaca CCD	P
Lauren Milbourne	Vice President	Cuesta College	P
Shelly Valenton	Secretary	Delta College	A
Paul Bratulin	Treasurer	San Bernardino CCD	P
Laura Gropen	Past President	Palomar College	P
Chris Clarke	Communications	Barstow College	A
Kristen Hyuck	Membership	MiraCosta College	A
Tim Leong	Mentor Coordinator	Contra Costa CCD	P
Lillian Leopold	Region: Southern	Southwestern College	A
David Ysais	Region: Los Angeles	Los Angeles Trade Technical College	P
Eric Walker	Region: Inland Empire	Mt. San Jacinto CCD	A
Luz Reyes Martin	Region: Central	Santa Barbara City College	P
Megan Rodriguez	Region: Bay Area	Cañada College	A
Peter Griggs	Region: Northern	Shasta College	P
David Ysais	CCPRO Awards Chair	Los Angeles Trade Technical College	P

**ACTION/DISCUSSION ITEMS**

**3.) Approval of the August meeting minutes**

**Lauren Milbourne**

The August 2019 minutes were approved. (M/S/U L.Gropen/E.Walker)

#### **4) Treasurer's Report**

**Paul Bratulin**

P. Bratulin sent the following report via email dated August 23, 2018:

CCPRO is consolidating bank accounts and moving funds to the Wells Fargo account managed by the Community College League of California (CCLC).

Our CPA, Michael Duran, is reviewing our 2017-18 statements to prepare our annual tax information returns, which are due to the CA Secretary of State by November 15.

#### CCPRO Conference

2018 Revenues: TBD

CCPRO Conference 2018 expenses: TBD

Total Account Balances as of 6/30/18: **\$73,326.84**

- Wells Fargo (managed by CCLC): **\$54,580.85**
- Wells Fargo (managed by CCPRO): **\$6,173.72**
- PayPal: **\$12,572.27**

There was a question about whether CCPRO should be auditing its financial records. P. Bratulin stated that he would find out the cost of an audit.

A. Krueger directed P. Bratulin to move most of the PayPal funds to the Wells Fargo account managed by the CCLC. P. Bratulin noted that there is some issue with potential automatic payments; he will move the funds once that is figured out. He will also look into whether CCPRO is gaining interest on the Wells Fargo account.

#### **5) CCPRO Awards**

**Lauren Milbourne**

##### **A. Awards Chair**

D. Ysais has agreed to be the CCPRO Awards Chair. He may have a colleague serve as the Los Angeles regional rep since he currently holds both positions.

##### **B. Awards Categories**

L. Milbourne asked the Board to review the award categories and be prepared to suggest any changes at an upcoming meeting.

#### **6) Membership Drive Updates**

**Kristin Hyuck**

No update as K. Hyuck was absent.

#### **7) Website Update**

**Chris Clarke**

A. Krueger spoke with C. Clarke who stated that Interact has offered to create a new CCPRO website. C. Clarke requested that all current content be transferred onto the new site and then weeded out so that he only must learn one CMS. C. Clarke will narrow down site templates with Interact's help.

#### **8) Professional Development Committee Update**

**Tim Leong**

T. Leong provided the following update:

- The Fall 2018 ACBO Conference rejected the CCPRO presentation proposal (topic: CEO as a Brand Leader), so he is resubmitting it for the spring 2019 ACBO conference.

- L. Gropen and her Chancellor will present CEO as a Brand Leader at the annual CCLC conference in Palm Springs.
- A. Krueger, Karin Marriott and CCLC President Larry Galizio will present on 'social media trolls' at the upcoming CASE conference.
- A presentation proposal has been submitted for the 2019 ACCA conference regarding communications and marketing being imperative to our CCCs future success.
- We need to be talking about the changing dynamics and expectations coming down from the Chancellor's Office, how they are affecting all CCCs, and how we can best prepare for these affects. Discussions are taking place regarding things like the new funding formula and whether we should continue webinars discussing implementation strategies.
- IEPI advisory committee is being disbanded due to changing priorities.
- The crisis communications seminar is coming up. Spots are still available for the Fresno and Northern CA sessions.

### **9) Scholarship Update**

The group discussed whether CCPRO should charge the conference sponsors a higher rate. The regional NCMPR conference charges more and they are smaller. L. Gropen stated that she will look into this and come up with a recommendation at the next meeting.

### **10) Conference Timeline – Presentation Proposals**

**Anne Krueger**

An email will be sent in December listing conference breakout topics to generate interest in attending. A. Krueger will ask E. Walker to soon send an email requesting conference presentation proposals.

### **11) Next Meeting Date: 10/18/18**

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