



CCPRO Board of Directors
Meeting Minutes
August 16, 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

Name	Position	College	Absent/Present
Anne Krueger	President	Grossmont-Cuyamaca CCD	A
Lauren Milbourne	Vice President	Cuesta College	P
Shelly Valenton	Secretary	Delta College	P
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	P
Tim Leong	Mentor Coordinator	Contra Costa CCD	A
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	P
Andrew Masuda	Region: Central	Allan Hancock College	A
Megan Rodriguez	Region: Bay Area	Cañada College	P
Peter Griggs	Region: Northern	Shasta College	P
James Meier	CCPRO Awards Chair	College of the Desert	A

Guest: Alex Boekelheide, Pasadena City College

ACTION/DISCUSSION ITEMS

3.) Approval of the May and June meeting minutes

Shelly Valenton

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

The June 2019 minutes were approved. (M/S/U – L.Milbourne/D.Ysais)

4) Treasurer's Report

Paul Bratulin

No report was provided.

5) Professional development committee update

Alex Boekelheide

Reporting on behalf of T. Leong, A. Boekelheide provided an update on the committee's plans:

- A. Pre - conference workshop – Guided Pathways a possible topic
- B. Regional workshops – will have two instead of three workshops for the year
- C. State-wide visibility – plans to submit two presentation topics: CCLC – the CEO as a Brand Ambassador; ACCCA Conference – CEO's role in the branding conversation
- D. Professional development workshops - webinars

6) Approval of MOU Between CCPRO & CCLC

Lauren Milbourne

L. Gropen explained that the new MOU will combine the two contracts between CCPRO and the Community College League of California (CCLC): fiscal management services and registration and fiscal support for CCPRO's annual conference. Under the new MOU, CCLC will receive a fee of 10% of total paid registrations, dues and sponsorships collected. While the new fee structure is higher than the fees for the two separate contracts, L. Gropen said that it is well worth it for the amount of work involved. The MOU will also help ensure that there is "check and balance" in place.

CCLC will handle the funds and provide regular reports in coordination with CCPRO's treasurer. P. Bratulin asked if CCLC can provide a monthly financial report to CCPRO. L. Milbourne will ask CCLC to add this to the MOU.

The board agreed to vote on approving the draft MOU with the following amendment: On the last business day of every month, CCLC will submit to CCPRO a monthly financial report. (M/S/U – L.Milbourne/P.Bratulin)

Motion passed. L. Gropen will coordinate with the league on finalizing the contract.

7) Two Board Vacancies

Lauren Milbourne

L. Milbourne announced that two positions on the board have been recently vacated: Regional Rep for Central (Andrew Masuda) and CCPRO Awards Chair (James Meier). The board discussed potential replacements. L. Milbourne requested the board to send an email with names of potential candidates.

8) Membership Drive Updates

Kristin Hyuck

K.Hyuck reported that a recruitment email was sent to CCLC's list serve at the beginning of the year and about 15 colleges have signed up. A reminder will be sent just before the end of the early bird program. The board was also encouraged to come up with creative ideas for inviting colleagues to be a member.

9) Website Updates

Chris Clarke

C. Clarke was not present to provide an update but L. Milbourne reported that some users still have issues accessing the CCPRO website. A discussion ensued regarding migrating current content to the new site. L. Milbourne asked for volunteers to help with the website project by reviewing current content and identifying content that needs to be migrated.

The next Board meeting is set for September 20, 2018 (may be rescheduled due to conflict with District 6 NCMPR).

The meeting concluded at 12:43 pm.

Additional note:

A. Krueger conducted an email vote on Aug. 27 seeking approval for a \$25 discount on the 2019 conference for CCPRO members who attended one of the Crisis Communication workshops that CCPRO is co-sponsoring with the Chancellor's Office.

Those voting in favor:

L. Milbourne
K. Hyuck
L. Gropen
M. Rodriguez
D. Ysais
P. Griggs
C. Clarke
P. Bratulin
L. Leopold
S. Valenton

The motion passed.

###