



CCPRO Board of Directors
Meeting Minutes
May 17, 2018
12:00 p.m. - 1:00 p.m.

1) Call to order

Anne Krueger

The meeting came to order at 12:00 p.m.

2) Roll Call

Name	Position	College	Absent/Present
Anne Krueger	President	Grossmont-Cuyamaca CCD	P
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	P
Kristen Hyuck	Membership	MiraCosta College	P
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	P
Andrew Masuda	Region: Central	Allan Hancock College	A
Megan Rodriguez	Region: Bay Area	San Mateo CCD	P
Peter Griggs	Region: Northern	Shasta College	P
James Meier	CCPRO Awards Chair	College of the Desert	P

ACTION/DISCUSSION ITEMS

1.) Approval of the 03/15/18 and 04/13/18 minutes

Shelly Valenton

The March 2019 minutes were approved. (M/S/U – P. Griggs/M. Rodriguez)

The April 2019 minutes were approved. (M/S/U – L. Milbourne/C. Clarke)

2) Treasurer's Report

Paul Bratulin

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

CCPRO is working with CCLC to prepare a more detailed revenues/expenses report for our upcoming board meetings.

CCPRO Conference 2018

Revenues: TBD

CCPRO Conference 2018 expenses: TBD

Total Account Balances as of 5/17/18: \$49,024.98 (\$56,024.98, pending refund from Holiday Inn*)

- Wells Fargo (managed by CCLC): \$30,273.99
- Wells Fargo (managed by CCPRO): \$6,178.72
- PayPal: \$12,572.27

P. Bratulin reported that CCLC inadvertently overpaid the Holiday Inn by \$7,000. CCLC will get a refund and issue a check reimbursement to CCPRO. P. Bratulin will follow up with CCLC to make sure we receive our refund.

PayPal account is kept open for registration and the Go Daddy accounts. The Board decided to transfer most of the funds to the league and only leave \$200 on the PayPal account.

3) Sponsorship guidelines update

Laura Gropen

L. Gropen referred the Board to the updated sponsorship packet that she emailed and discussed issues such as the sponsorship amounts, equivalent levels of sponsorship for in-kind sponsors, sponsors' participation in special events (such as the river cruise) and the work involved in attending to sponsors needs during the conference. A discussion ensued.

L. Gropen discussed the challenge with next year's conference venue where exhibitors will be located in a separate building, only providing opportunities to interact with conference attendees during meal times.

L. Gropen reported a total of \$16,000 in sponsorships for this year's conference.

L. Gropen requested for volunteers for a sponsorship sub-committee. Sponsorship letters for next year's conference will be distributed in July. Board members are asked to email L. Gropen with additional thoughts and ideas.

4) Website redesign

Anne Krueger

A. Krueger reported that she discussed the website redesign project with Cheryl Broom of Interact. Interact volunteered to redesign the CCPRO website as a sponsorship and they normally charge \$10k for this work. A. Krueger noted that Interact needs the content from CCPRO and the first step is to clean up the content of the current site.

Action items are as follows:

- C. Clarke to update photos and review current content
 - o Remove Sacramento conference info; add save the date for the 2019 conference
- L. Milbourne to send approved meetings minutes for posting
- E. Walker to send photos
- Board members to send headshot to A. Krueger and C. Clarke

5) Crisis communications session

Anne Krueger

A. Krueger reported about a meeting with T. Leong and Paul Feist. The Chancellor's office, in partnership with IEPI, would like to be more involved in designing a crisis communication plan for PIOs. P. Feist is proposing to bring back Scott Summerfield, who talked at the CPRO conference two years ago, for two sessions (north and south). A. Krueger asked for a third session for central CA. IEPI will find the venue and cover the location and catering expenses; CCPRO is asked to plan for the content and meeting logistics.

A. Krueger received three responses to the call for planning committee volunteers: P. Griggs, T. Leong, and Alex Breitler from Delta College.

The session will be held in the fall. A fee of roughly \$75 will be charged. A. Krueger proposes to offer a discount for CCPRO members. T. Leong asked if participation should be limited to PIOs or should also include police chief and others involved on campus emergencies. A. Krueger stated that this will be discussed by the committee.

6) Volunteer assignments for 2019

Anne Krueger

A. Krueger reported the following volunteer assignments

Conference program – E. Walker

Student scholarships – Paul Bratulin

Keynote speakers – L. Gropen

Conference gift – L. Leopold

Pre-conference – T. Leong

A volunteer was still needed for the PROmoter award and L. Milbourne volunteered

T. Leong facilitated a discussion to review the pre-conference session and reported on the results of the evaluation survey. He provided the following summary of the discussion and action items:

- All Pros shall be considered as part of resources available for future CCPRO professional development offerings and activities
- Implement a similar concept for the 2019 CCPRO pre-conference workshop
- Explore collaboration with region reps on regional professional development offerings
- Explore future professional development topics: writing workshops, crisis/emergency response mutual aid collaboration, Guided Pathways for PIOs/Marketing, Strategic Enrollment Management for PIOs/Marketing, How to...
- Consider including pre-conference workshop fee into the cost of the annual conference
- Explore mentoring program

7) Theme for 2019 Conference

A. Krueger asked the Board to send votes for the conference theme via email.

8) Next meeting date

The next Board meeting is set for June 21, 2018.

The meeting concluded at 1:02 pm.

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