



CCPRO Board of Directors  
Meeting Minutes  
July 11, 2019

**1) Call to order**

The meeting came to order at 8:33 a.m.

**K. Huyck**

**2) Roll Call**

<b>Name</b>	<b>Position</b>	<b>College</b>	<b>Absent/Present</b>
Kristen Huyck	President	MiraCosta College	P
Peter Griggs	Vice President	Shasta College	P
Alex Breitler	Secretary	Delta College	P
Paul Bratulin	Treasurer	San Bernardino Valley College	P
Anne Krueger	Past President	Grossmont-Cuyamaca CCD	P
Cherie Colin	Membership	Skyline College	A
Lauren Milbourne	Communications	Allan Hancock College	P
Lillian Leopold	Region: Southern	Southwestern College	P
David Ysais	Region: Los Angeles	L.A. Trade Technical College	P
Eric Walker	Region: Inland Empire	Mt. San Jacinto CCD	P
Luz Reyes-Martin	Region: Central	Santa Barbara City College	P
Guisselle Nunez	Region: Bay Area	Chabot-Las Positas CCD	A
Holly Dawson	Region: Northern	Napa Valley College	P
Eric Harnish	Mentor Coordinator	College of the Canyons	P
Jane Crandell	Awards Chair (non-voting)	Folsom Lake College	A
Kristy Hart	Awards Chair (non-voting)	Folsom Lake College	A

**ACTION/DISCUSSION ITEMS**

**3) Approval of the May meeting minutes**

**Alex Breitler**

The May 2019 meeting minutes were approved (M/S/U – P. Griggs/ H. Dawson).

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

**P. Bratulin**

P. Bratulin reported that CCPRO has a healthy balance of \$100,423.06. According to our certified public accountant, this is a testament to the stewardship of the board and the focus on making CCPRO a financially stable organization.

#### **5) Webmaster**

**K. Huyck**

The board discussed renewing a contract for Shane, who was praised for his work getting the website up and running. He was originally brought on with a six-month contract. That contract expires at the end of July. Shane sent two proposed new draft agreements, one for six months (\$1,800) and one for 12 months (\$3,600). K. Huyck recommended moving forward with a 12-month contract and the board voted in the affirmative (M/S/P – A. Krueger/H. Dawson. D. Ysais abstained).

#### **6) Password-protected website (discussion)**

**K. Huyck**

The board discussed the concept of a password-protected website in order to provide benefits to those who choose to be CCPRO members. There are some challenges in terms of figuring out how to do it. H. Dawson said there are built-in functions in WordPress that allow users to create password-protected areas. Our server's technical support team can provide assistance as well. K. Huyck will reach out to Shane and ask him to start working on this, and H. Dawson will send an email about existing plug-ins that might work.

#### **7) Part-time assistant (discussion)**

**K. Huyck**

K. Huyck reported that she will put together some draft duties for this position and circulate them to the board prior to the August meeting. This will be an action item in August. P. Bratulin said there are recent retirees from marketing positions at various colleges who might be interested. We will start looking in the fall in order to make sure someone can be brought on board in time to help with conference-related duties. The board discussed various potential parameters for a contract, including the possibility of an annual contract with an hourly rate and a not to exceed amount. Details will be worked out at the August meeting.

#### **8) Census – collaboration with the league/participation in CCLC's 2019 Annual Convention (discussion)**

**K. Huyck**

K. Huyck will be presenting with the Community College League of California in November regarding the importance of educational outreach on the Census. She said it's critical the public understands that the Census is not about determining citizenship or checking on citizenship status, but instead is about documenting population migration trends. We want to encourage people to

participate.

## **7) Membership (discussion)**

**K. Huyck**

The board discussed several membership-related issues. It was generally agreed that membership rates should remain the same this year.

The accuracy of our membership records was also discussed. H. Dawson noted that although she is a regional representative on the board and she is a paid CCPRO member, her own college is not listed in our membership records. K. Huyck said she will work with the League on an updated list of PIOs. We have a Google document that is out of date but can be shared with the board and updated. This will allow us to know who we need to target to join CCPRO.

K. Huyck will also work with C. Colin on a membership pitch that can be sent out to listserv to plant the initial seed. Regional reps can then contact nonmembers and work on recruitment.

K. Huyck also stated that the League is moving toward payments by credit card only, with full payment due at time of submission. The discussion shifted into possible consideration of rebranding or renaming CCPRO, since the current name references only public relations (and not marketing) and does not include the word "California." It was agreed this could be a good future discussion item.

## **8) Conference update**

**P. Griggs**

P. Griggs stated that it's time to work on the theme so that we can begin messaging. He provided the board with a list of potential themes and asked for feedback. The goal is to narrow the list down to three possibilities and then vote.

A number of conference responsibilities were discussed and clarified. E. Walker is the program chair. We still need someone to arrange for gifts for conference attendees, keynote speakers and workshop presenters. L. Milbourne is handling both the PROMoter Award and All Pro Award, with assistance from Tim Leong. H. Dawson agreed to be student scholarship chair, with P. Bratulin forwarding information to her. H. Dawson will also look at the possibility of conference scholarships for attendees who otherwise might not be able to attend. E. Harnish is preconference chair. Anthony Herrera will once again be our graphic designer, and P. Griggs is planning to reach out to him once we have a theme. Tim Leong's band can provide music, with A. Krueger reaching out to Interact to gauge interest in funding this.

P. Griggs said the Tahoe location will provide for a great conference with fun activities. He asked regional representatives to start spreading the word in order to generate buzz.

The meeting concluded at 9:38 a.m.

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