**ACAO Board of Directors Meeting** **Minutes**



**December 2, 2020:** <https://us02web.zoom.us/j/707742741?pwd=Z2N6YmpFUWkwVzdHaWEvQ3MrL0ZaQT09>

2-3 PM (Eastern)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Attend | | Name | Attend | Invited Guests | Attend |
| Mary Boyd |  | Pam Stinson | |  | Junius Gonzales |  |
| Gail Baker |  | Greg Ochoa | |  | John McCarthy |  |
| Kathy Johnson |  | Peter Nwosu | |  | Michael Quillen |  |
| Beth Ingram |  | Patricia Salkin | |  |  |  |
| Scott Newman |  | Andrew Shean | |  |  |  |
| Laura de Abruna |  | Constance St Germain | |  |  |  |
| Michael Evans |  | Lori Werth | |  |  |  |
| Connie Johnson |  | Laura Woodworth-Ney | |  |  |  |
| Heather Coltman |  | April Mason/Adv Cl | |  | Doreen Murner |  |

1. Review and approval of Board Meeting minutes - M. Boyd - Call for discussion/updates.

[November 4, 2020 Board Minutes](https://docs.google.com/document/d/1ocw5uY2l6bWcg8AWkg5G56NqdsMyADp4/edit)

*Motion made by P. Nwosu, 2nd B. Ingram. All approve – Motion passes*

1. Committee Updates
   * Digital Learning Cmte – L. de Abruna- Updates
     1. *A. Mason asked for L. de Abruna to update Advisory Council on new grant*
     2. *First introductory meeting with Fayetteville State Univ. APLU partnering with Univ of TX Arlington to provide course on DL with faculty. Next step to set up meetings with faculty with board & advisory council volunteers to participate.*
     3. *ELE: Tyton Partners – faculty professional learning during COVID*
     4. *SHEHO – new tool “discover tool” guide / series of recommendations on various vendors of courseware.*
     5. *Working with C. Johnson on various committees with ELE. Meeting to see where ACAO can support.*
     6. *M. Quillen volunteered to participate. (Patricia, Peter, Mary, Lori all volunteered). Service grant which may engage more volunteers.*
     7. *C. Johnson – ELE is very organized with many meetings & valuable to be part of the group. ACAO represents the institutions.*
   * Professional Development – S. Newman
     1. *Committee met on Nov 18th.*

**December 2020** – The sharing-focused Town Hall tentatively slated for December has been postponed. *May be postponed till April*

**January 2021** – CAO-Facilitated Student Panel Discussion (G. Ochoa)– Prospective student participants are currently being identified and panel discussion questions are under development.

*Greg is working on this. H. Coltman will communicate with Greg on this panel. H. Coltman and P. Nwosu have student volunteers.*

**February 2021** – Health & Wellness of Provosts (M. Boyd) – CAO-led, sharing-focused session on the strategies CAO have utilized to preserve and promote personal health.

*Need another moderator for this session*

*Heather Coltman volunteered to co-host TH with Mary Boyd.*

**March 2021** – Organizational Resilience: Leadership Lessons from COVID-19 (L. Werth, S. Newman and other?). Possible ACAO session topic for the ACE Annual Meeting.

*Prospective panelist in identified from a community college. Lori is working on session abstract for call for programs for ACE Annual Meeting on this topic. M. Boyd working with ACE to help push session through.*

**Potential Town Hall Topics for 2021**

* + CAO Relationship Dynamics
    - *Working with peers, supervisors, supervisees that didn’t come from faculty and may not be from academia. Very different backgrounds all working together*
  + Leveraging Technology to Better Serve Historically Marginalized Populations
    - *Have we created access for these students?*
  + HS Class of 2021: Learner Expectations & Abilities
    - *What sort of expectations with this cohort group bring to our institutions?*
    - *H. Coltman: Also, what are the best practices for admissions standards? Who manages the process when looking a couple of decades ahead?*
    - *Side discussion – Looking to benchmark the positional changes for admissions directors to Vice Presidents role or reporting to Academic Affairs.*
    - *Topic of Enrollment resonates – bring to agenda for next board meeting.*

**Other Professional Development Discussion Points**

*Messaging to Town Hall participants to include: Set as part of confirmation email after registration process is complete.*

*Thank you for registering.*

*Send us comments or questions prior to event so panelists can address during the Town Hall.*

*Suggestions on any other topics for Town Halls?*

*Please consider becoming an ACAO member.*

*P. Salkin – Are we going to be able to require students to have COVID vaccine? How about faculty & staff? What impact will it have on safety & security on campuses? Does it matter about the students if faculty & staff don’t vaccinate? What is the potential availability for everyone to get the vaccine?*

**Additional Topics Summary** (Town Hall & Blog) from Professional Development Cmte, Executive Cmte & Advisory Council. [Here](https://drive.google.com/file/d/1hHdFtCx7V1aVcL078EvVKcID9EnMnsE8/view)

Finance Committee – B. Ingram. *Membership is ahead of budgeted expectations*. *Approximately $6600 in the black.*

* + Innovation & Strategies – L. Werth
  + Membership – G. Ochoa

1. Advisory Council – A. Mason
   * Update from last meeting

Executive Committee recommended changes [(here).](https://docs.google.com/document/d/1sar30N472aaNnjP09IeFZLKvxgKSB-Bs/edit)

1. *Mason – thank you for inviting member of Advisory Council to Pro D committee. Council has new members; contributions are high and will be preparing additional blogs & working with ProD on Town Hall topics.*
2. *Changes to vision – hold on “international & global” wording to later in 2021.*
3. Nominating Committee – K. Johnson.
   * 5 board directors rolling off in March 2021. (Kathy, Beth, Laura, Greg, Peter).
     1. *L. Woodward-Ney will be stepping down so up to 6 open positions.*
   * Looking for nominees
     1. *K. Johnson asked for suggestions of nominee. Need candidates by early 2021. Beth & Peter willing to stay on. L. de Abruna willing to stay on. Change bylaws on taking a yr. off between board terms or be ex-officio to DLC committee. L. de Abruna will be ex-officio for 2021. Send names to K. Johnson.*
     2. *C. Johnson, Town Hall registrants are a pool of potential members and candidates.*
   * Executive Committee will serve as the Nominating Committee. Past President will remain as chair.
4. ACE update. M. Boyd: Updates to below initiatives – *reached out to S. Hughes*.

Future webinar: Shared governance in a pandemic, on a panel with AGB. Volunteer: Heather Coltman

Social Media Influencers: Mary Boyd & Constance St. Germain, Patty Salkin – *ACE has provided a document to help with social media influences to drive attention to Engage.*

Podcast on DEI: Gail Baker volunteered

Video postcards: 7-8 min podcast, looking for volunteers

Call for Bloggers & potential liaison to *Higher Education Today*

*S. Hughes to re-engage with ACE staff who are preparing sessions, podcasts and webinars to include ACAO subject matter experts. MOU has a slot for an ACAO presentation at the annual meeting.*

[ACE MOU Here](https://drive.google.com/file/d/1uJ7bYW5s6v7bOD8Al6hwdUBaJBLCXT1V/view)

1. Potential board retreat in February – board discussion M. Boyd
   * *Should we meet for an extended period of time to think about the future? Or are we still highly involved with the pandemic? Retreat v long meeting. Retreat – usually a topic or issues to think about & bring in a speaker. More engaging than a long meeting. AGB, ACE, Consultants, have all been speakers. Thinking about value proposition for ACAO members. But with COVID, what do CAOs need and want. P. Nwosu – fall retreat in person rather than virtual retreat.*
   * *P. Salkin: Retreat topic – the future of accreditation. L. de Abruna: Consultants on SHEHO group for potential speaker. How are we framing faculty careers and faculty development?*
   * *B. Ingram – suggest smaller group to work on this topic of accreditation. C. Johnson, suggest ProD committee weigh in on the topic. D. Murner – suggestion panel of commission agencies and take a Town Hall format for a fee. L. de Abruna, group that oversees all the accrediting bodies on the panel – with an overview. P. Nwosu, have 3 or 4 agencies together on the panel. ProD will take on the retreat speaker and the potential Town Hall on accreditation.*
   * *P. Salkin – ProD: for consideration - one or two half day conference for CAOs only – for a fee.*
2. Our next regularly scheduled board meeting is January 6 , 2021 @ 2pm ET – CANCELLED.
   * *Next meeting - February meeting is 2/3/2021 -*

**CHANGE IN ZOOM CREDENTIALS. USE THIS URL FOR ALL MEETINGS**

Topic: ACAO Board Meeting Conf Calls 2020

Time: Nov 4, 2020 02:00 PM Eastern Time (US and Canada)

Every month on the First Wed, until Dec 2, 2020

Nov 4, 2020 02:00 PM

Dec 2, 2020 02:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/707742741?pwd=Z2N6YmpFUWkwVzdHaWEvQ3MrL0ZaQT09>

Meeting ID: 707 742 741

Passcode: 628869

One tap mobile +13017158592,,707742741#,,,,,,0#,,628869# US (Germantown)

+13126266799,,707742741#,,,,,,0#,,628869# US (Chicago)

**2020 Board of Directors: Assigned Roles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| Mary Boyd | President | Berry College | 2020/2022 |
| Kathy Johnson | Past President Responsibility: Chair of Nominating and  Bylaws Committees | IUPUI | 2020/2021 |
| Gail Baker | President Elect  Editorial Team | University of San Diego | 2022 |
| Beth Ingram | Treasurer | Northern Illinois University | 2021 |
|  | Michael Evans | Secretary | SNHU | 2023 |
|  | Doreen Murner | Executive Director | AMC Source | n/a |
| Laura Niesen de Abruna | PI: Digital Fellows Project  Finance Committee  Editorial Team  Digital Learning Cmte-Chair  Innovation & Strategies | York College of Pennsylvania | 2021 |
| Gregory Ochoa | Chair: Membership & Communications  Digital Learning Committee | Potomac State College of West Virginia University | 2021 |
| Peter Nwosu | Membership & Communications  Innovation & Strategies  Digital Learning Committee | Lehman College of CUNY | 2021 |
| Connie Johnson | Professional Development  Editorial Team  Digital Learning Committee | Colorado Technical University | 2022 |
| Andrew Shean | Innovation & Strategies  Digital Learning Committee | National University System | 2022 |
| Lori Werth | Professional Development  Innovation & Strategies | University of Pikeville | 2022 |
| Laura Woodworth-Ney | Innovation & Strategies | Idaho State University | 2022 |
| Michael Quillen | Membership Committee | Rowan-Cabarrus Community College | 2022 |
| Heather Coltman | Finance Committee | James Madison University | 2023 |
| Scott Newman | Professional Development Committee | Oklahoma State University Institute of Technology | 2023 |
| Patricia Salkin | Membership Committee | Touro College | 2023 |
| Constance St. Germain | Finance Committee | Capella University | 2023 |
| Junius Gonzales | Professional Development | NY Institute of Technology | 2023 |
| John McCarthy | Membership Committee | UMass – Amherst | 2023 |
| Pam Stinson | Professional Development | Northern Oklahoma College | 2023 |
| April Mason | Chair: Advisory Council (ex officio): Ex Officio: Membership & Communications Cmte |  |  |
|  |  |  |  |
|  |  |  |  |

\*Additional Professional Development Committee Member: Ellen Granberg, Provost, Rochester Institute of Technology

\*BJ Reed, Innovation & Strategy Committee Member: Ex officio Advisory Council rep