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



**March 3, 2021:** <https://us02web.zoom.us/j/89344611318?pwd=RndoT3RlN1lnMmxGZCtnalp4NUVDZz09>

2-3 PM (Eastern)

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

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

[February Board Minutes here](https://docs.google.com/document/d/1AL_RVcz3ipTDa2YuPqHy4hq9HTtVIpLb/edit#heading=h.gjdgxs) –

*M. Boyd called for discussion, hearing none, motion to approve. Motion passes.*

1. Committee Updates
	* Digital Learning Cmte – L. de Abruna – Update
		1. *L. de Abruna & C. Johnson will present to the ACE Council of Fellows “Leading Innovation on College Campuses” 3/18th 4-5pm ET.*
		2. *Continued work with ELE on digital courseware*
		3. *ASU Remote (50K participants) asked by ELE to recommend a group of provosts to sit on the advisory board for this meeting. de Abruna asked for volunteers, especially a community college. Help to put conference together.*
		4. *P. Salkin – can connect DLC with Touro VP for online education. All invited to share campus information, not just ELE*
	* Professional Development – S. Newman*.*

**April 2021:** *Consensus decision no April Town Hall*

**May 2021:** Leveraging Technology to Better Serve Historically Marginalized Populations (C. Johnson & L. de Abruna & maybe ELE participation) Need date

**June and July** – summer schedule, no Town Halls – return August 2021

**Q3:** CAO Relationship Dynamics – *ProD will coordinate.* (Need date)

*Topic to entail working with non-academic leaders, Presidents and cabinet. Consensus reached to move timing to the fall 2021. L. de Abruna will connect with George Mahaffey. Look at*

*bringing to the panel colleagues from cabinet who did not come from higher ed. L. Werth’s CFO. M.Boyd’s VP Marketing & Communications for interest in participation.*

**Q4**: HS Class of 2021: Learner Expectations & Abilities – *ProD will coordinate*

**Other Professional Development Discussion Points**

2021 ACAO Retreat(s) –Limit 2 hrs. Suggested topics DEI*.*

*Suggestion from M. Gealt – Host a Town Hall around a blog post from the Advisory Council*

*P. Salkin – American Bar Association; legal challenges of opening campuses in the fall – panel discussion. Should ACAO co-sponsor? Be on the panel? May be a good program for provosts. Would need a few provosts for the panel.*

*de Abruna – panel of national accreditors. J. Wyld from Advisory Council is on the board of CHEA, possibility to have Jean host the panel. What does the future of accreditation look like?*

*de Abruna & P.Nwosu to potentially do session that was planned for last yrs ACE meeting in San Diego. Maybe a future Town Hall?*

* Finance Committee – B. Ingram.
	+ [01\_31\_2021 SOA & DRAFT budget](https://docs.google.com/spreadsheets/d/1mxhng36jTrR-ZP5JE8vf65LY-MgRzlF6/edit#gid=1745148744)
	+ *Motion to pass 2021 Budget, no discussion. Motion passes.*
* Innovation & Strategies – *No update. Executive Committee will have further discussion at next meeting.*
* Membership – G. Ochoa *– No update but scheduling a meeting before ACAO Business Meeting*
* Advisory Council – A. Mason *No update*
* Nominating Committee – K. Johnson, M. Boyd, G. Baker, B. Ingram, M. Evans

REMINDER: Executive Committee will serve as the Nominating Committee. Past President will remain as chair.

Board directors with terms expiring in March 2021. (Kathy, Beth, Laura, Greg, Peter).

* 1. Kathy Johnson’s term ends. Laura’s term also ends, and she will remain on the Board as an ex officio member. Beth Ingram, Peter Nwosu and Greg Ochoa commit to another term. Laura de Abruna will be ex-officio member on the DLC.
	2. L. Woodward-Ney will be stepping down. Position open for *appointment to fill unexpired term. Note: Board agreed to fill this seat as an elected seat.*
	3. Nominees: Click below
		1. [James Winebrake](https://docs.google.com/document/d/13iDliu5nIMepqhu7yAOCQODR4h7dX7GC/edit)
		2. [Susan Kruml](https://docs.google.com/document/d/1tTM3uKHNfZG5DSQVc5LzUXMGYeFTf9_3/edit)
		3. [Mark Ginsberg](https://drive.google.com/file/d/1EN0opmaw__Xkvack-Gq5vpu65D5nUZMB/view)
		4. [David Forstein](https://docs.google.com/document/d/1DeUJd1XUwjOLOcVZ54XVfvGT_SG1pcEm/edit)
		5. [Ellen Granberg](https://docs.google.com/document/d/1-1mtIJHUFqCFXx1Eh3SMFtWNYZdfdH1W/edit)

*G. Baker will update board on President Elect position*

1. ACE Annual Conference March 22-24, 2021 - M. Boyd
	* Reminder: ACAO Session during the ACE Conference date & time confirmation

*Organizational Resilience: Leadership Lessons from COVID-19, facilitated by S. Newman, L. Werth & P. Stinson. March 22, 2021 @ 2pm. 45 minutes pre-recorded and live Q&A at the end.*

* + ACAO Business Meeting – date & time

Suggested date from Executive Board: March 31, 2021 @ 11am ET. Business mtg 15 mins; ProD session 45 mins

Suggested topics for professional development session: DEI or moderated discussion on the business of ACAO, what brings value and what doesn’t. How does ACAO bring value to the role of the Provost?

*ACAO Business Meeting may move to early April, especially since we have no April Town Hall. Tentative date, April 6th. Exec Cmte will decide on Business Meeting date.*

*Business Meeting Agenda items:*

*Election results and introductions; hand over to G. Baker, thank you to exiting board director. Members vote to affirm election*

 *Finance Overview*

 *Membership Committee update*

 *State of the Association – 11 town halls since March 2020 reaching over 275 CAOs…all FREE*

*Professional Dev Sessions for Members’ Meeting. C. Johnson & L. Werth will reinstate round table ideas from last yrs meeting. Break-out into zoom rooms.*

* + - 1. *Value of ACAO brainstorm*
			2. *DEI*
			3. *Additional ideas from table topics*
			4. *What keeps you awake?*

*L. Werth & C. Johnson will bring forth potential topics, possibly 6 topics total with the Value of ACAO as a topic – Ask for board to help moderate each zoom break out. C. St Germain volunteered*

1. Our next regularly scheduled board meeting is May 5 , 2021 @ 2pm ET
	1. *On Your Calendar: May meeting is 6/2/2021*

**Board Resources**

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

[ACAO Board of Directors Oath](https://drive.google.com/file/d/16bjB0iPb30qW2hCd2DbLdbucc8yMtWLr/view)

**ACAO 2021 ZOOM CREDENTIALS. USE THIS URL FOR ALL MEETING**

Time: April 7, 2021 02:00 PM Eastern Time (US and Canada)

 Every month on the First Wed, until Dec 1, 2021, 11 occurrence(s)

 May 5, 2021 02:00 PM

 Jun 2, 2021 02:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89344611318?pwd=RndoT3RlN1lnMmxGZCtnalp4NUVDZz09>

Meeting ID: 893 4461 1318

Passcode: 891884

One tap mobile

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+13126266799,,89344611318#,,,,\*891884# 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 andBylaws Committees | IUPUI | 2020/2021 |
| Gail Baker | President ElectEditorial Team | University of San Diego | 2022 |
| Beth Ingram | Treasurer | Northern Illinois University | 2021 |
|  | Michael Evans | Secretary & Finance Cmte | SNHU | 2023 |
|  | Doreen Murner | Executive Director | ACAO | n/a |
| Laura Niesen de Abruna | PI: Digital Fellows ProjectFinance CommitteeEditorial TeamDigital Learning Cmte-ChairInnovation & Strategies | York College of Pennsylvania | 2021 |
| Gregory Ochoa | Chair: Membership & Communications Digital Learning Committee | West Virginia University Potomac State College | 2021 |
| Peter Nwosu | Membership & Communications Innovation & StrategiesDigital Learning Committee | Lehman College of CUNY | 2021 |
| Connie Johnson | Professional DevelopmentEditorial TeamDigital Learning Committee | Colorado Technical University | 2022 |
| Andrew Shean | Innovation & StrategiesDigital Learning Committee | National University System | 2022 |
| Lori Werth | Professional DevelopmentInnovation & Strategies | University of Pikeville | 2022 |
| TBD | Innovation & Strategies | TBD | 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 |  |  |
|  |  |  |  |
|  |  |  |  |

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

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

\*Michael Gealt, Professional Development Member: Ex officio Advisory Council rep