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



**September 1, 2021:** <https://us02web.zoom.us/j/89344611318?pwd=RndoT3RlN1lnMmxGZCtnalp4NUVDZz09>

2-3 PM (Eastern)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Attended | | Name | Attend | Invited Guests | Attend |
| Gail Baker |  | Pam Stinson | |  | Susan Kruml | x |
| Mary Boyd |  | Mark Ginsberg | |  | John McCarthy |  |
| Beth Ingram |  | Peter Nwosu | |  |  |  |
| Lori Werth |  | Patricia Salkin | |  |  |  |
| Greg Ochoa |  | Andrew Shean | | x |  |  |
| Jamie Winebrake |  | Constance St Germain | |  |  |  |
| Ellen Granberg |  | Junius Gonzales | |  |  |  |
| Connie Johnson |  | Michael Quillen | |  | Laura de Abruna (nv) |  |
| Heather Coltman |  | April Mason/Adv Cl. (nv) | |  | Doreen Murner (nv) |  |

1. Review and approval of Board Meeting minutes – G. Baker - Call for discussion/updates.

[August Board Minutes Here](https://docs.google.com/document/d/19KRv7nTaCk6VLB-zDT0_DX48L3x7k0hV/edit)

*G. Baker called for motion to approve. Motion made, 2nd. Motion to approve passes.*

1. Committee Updates
   * Digital Learning Cmte – L. de Abruna – Update

*L. deAbruna sits on the ELE steering committee. Looking at the next phase of investment grant. How can ACAO partner to deliver services/assets to institutions for pay. If you have ideas forward to Laura.*

* + Professional Development – C. Johnson

*Committee met. Nov Town Hall w/Michael Gealt’s blog – Dealing with Faculty Issues. Flesh out formal proposal, focused on faculty. Looking for two more facilitators. Nov 16th proposed date. Will check with M. Gealt. A. Mason, suggest active CAOs and maybe a 2 yr inst. to work with M. Gealt.*

*No TH in December*

*January Town Hall: DEI, but not the same as the one before. More focused on DEI strategies for the classroom & classroom content inclusive teaching. Tie in with ELE work.*

*ACE Conference – submit a proposal to ACE: COVID in the Academy 2021 Decisions; Assessing High School to College Graduates of 2020 & 2021; Co-curricular & Extracurricular Implications for the Future; Faculty Development Now. Framed in What do we have to do now?*

*Discussion:*

*H. Coltman – Faculty development and impact on research and career trajectory and how it disproportionately effects women, esp because of child care.*

*L. deAbruna – Co-curricular & Extracurricular. Much has changed in study abroad, athletics and music. How are we going to recoup?*

*M. Boyd – High impact practices of Co-curricular & Extracurricular.*

*B. Ingram – How have high impact practices changed in light of COVID and what does it look like going forward.*

*C. Johnson – overview topic that includes all these areas of change with a panel that could address each one. Applications of High Impact Practices in COVID-19.*

*L. deAbruna – the impact of travel on research*

*Looking at a broad topic to bring in panel members to discuss.*

*Submit via ACE conference platform and inform S. Hughes (ACE) it is in the system. C. Johnson will circulate draft & presenters. H. Coltman, L de Abruna &. M. Ginsberg volunteered.*

Upcoming Town Hall Discussion Topics (FYI)

* + - September 21, 2021 **@ 12pm – 1pm ET** – *Leading Institutional Change: The Academic Leader’s Toolkit*, facilitators: L. Niesen de Abruna, P. Nwosu (currently marketed)
    - October 26, 2021 **@ 12pm – 1pm ET** - *CAO Relationship Dyna*mics

Facilitators: Nancy Rewis, VP for Marketing and Communications, Berry College

David Hutchens, VP for Advancement & Alumni Relations, University of Pikeville

* + - November 2021 Town Hall – ProD Committee working on this. November 16th possible date?
    - December – No Town Hall
    - January 2022
    - February 2022
    - March – No Town Hall due to ACE Meeting
* Innovation & Strategies – Chair: Laura de Abruna

*Question: Think about how ACAO will be part of the new Gates strategy? Are there any services we can bring to the community that people will be willing to pay for? Or we going to continue to offer Town Halls for free. Can ACAO monetize any of our services? Agenda topic for next board meeting. How do we strengthen ACAO?*

*Targeted programs for CAOs, that engage faculty – could be a powerful collaboration with ELE and ASCU.*

*Examples what ACAO might monetize – offering coaching & mentoring. Arm of ACAO that serves as consultants. Online training program for new CAOs w/ a part that has coaching/mentoring. Faculty course on “How to be a CAO”. “I’m thinking of being a CAO, what do I do?”*

*Create an asynchronous program on a learning platform and receive residual income.*

*Who better than ACAO to help institutions hire CAOs?*

*Group to discuss the various innovations and how would ACAO move forward. Bring to next board meeting to begin the conversation. Where are the gaps? P. Salkin, P. Nwosu, C. St Germain volunteered*

* Membership – Chair: Michael Quillen

*Planning on a membership cmte meeting within the next few weeks.*

*Membership June 2021 99.*

*Looking at data presentation of membership numbers.*

*Testimonials of the board – Looking at how to message and market testimonials.*

*Send out compilation of testimonials.*

*Continue to work with state groups.*

* Advisory Council – A. Mason

*Thanks to ProD for taking M. Gealt blog to a town hall. Bigger issue, changing face of academic affairs. Advisory Council is very interested in this topic. How do we address the change? Suggestions: create a blue ribbon panel to flesh out the issues and bring back to the board. If we have a report we could leverage to Chronicle etc. ACAO can self publish.*

*Ask a Provost – can we continue & support active CAOs? Adv Council stands ready to help. Keep marketing Ask A Provost. Ask Inside HiEd or Chronicle to do a piece on “Ask A Provost”. Sort of a column. C. Johnson/L deAbruna both know editor of Inside HiEd & will outreach.*

*Since Adv Council writes the blogs, would like to know where they are in publication?*

*P. Salkin – conversed with ACE Lori Ernston – responsible for the blog. ACE will vet the blog topics and vet the content of the posts. Wants topics in context of broader topics. ACE recommends comes up with a list of suggested topics that ACE would agree to for us to write about. Ex; Diversity & Confronting Racism, CRT, Curriculum & Hiring, Cutting Ties to Local Police depts, etc. interested in having blog posts that tie into the CAO report/survey.*

*A. Mason would like to see ACAO do its own blog on our own website.*

*Meeting adjourned.*

* Finance Committee – L. Werth
* Nominating Committee – M. Boyd
  + Re-announce Pres-Elect, Treasurer
  + Seeking candidates for February election. Terms ending:
    - C. Johnson
    - M. Quillen
    - A. Shean
    - L. Werth

1. ACE – 2022:
   * Face to face in San Diego. March 5-8, 2020
   * ACAO professional development session within the ACE program. (ProD Topic TBD
   * ACAO Members Business Mtg: 30 mins for business & 30-45 for ProD Topic TBD

Tentative Schedule (confirming with ACE)

Sat: 3/5 – ACAO Board Mtg @ USD campus 11am – 4pm

Sat: 3/5 – ACAO Provosts Reception @ hotel 5pm – 7pm

Sun: 3/6 – ACAO Business Mtg: 7:30am – 9:00am @ hotel. Cosponsored breakfast w/ACE

Mon: 3/7 – ACE Meeting

Tues: 3/8 – ACE Meeting

(ACAO’s session will be embedded within the ACE meeting. Date TBD, Topic TBD)

1. Our next regularly scheduled board meeting is October 6, 2021 @ 2pm ET
2. Executive Committee Updates
3. New Business

**Board Resources**

[**ACE MOU Here**](https://drive.google.com/file/d/1qfSM9r0pEYKAOBm1Icz2EwP4Y1myjOMO/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)

October 6, 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 +13017158592,,89344611318#,,,,\*891884# US (Washington D.C) +13126266799,,89344611318#,,,,\*891884# US (Chicago)

**2021/22 Board of Directors: Assigned Committees & Roles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| Gail Baker | President | University of San Diego | 2021/2022 |
| Mary Boyd | Past President Responsibility: Chair of Nominating and  Bylaws Committees | Berry College | 2021/2022 |
| Beth Ingram | President Elect | Northern Illinois University | 2024 |
| Lori Werth | Treasurer: Chair Finance | University of Pikeville | 2022 |
| Gregory Ochoa | Secretary  Innovation & Strategy | Potomac State College of West Virginia University | 2024 |
|  | Doreen Murner | Executive Director | AMC Source | n/a |
| Connie Johnson | Chair: Professional Development  Editorial Team  Innovation & Strategy | Colorado Technical University | 2022 |
| Andrew Shean | Innovation & Strategy | National University System | 2022 |
| TBD | Professional Development  Innovation & Strategy |  | 2022 |
| Michael Quillen | Chair: Membership Committee | Rowan-Cabarrus Community College | 2022 |
| Patricia Salkin | Membership Committee & Blog Series Coordinator | 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 |
| Heather Coltman | Finance Committee | James Madison University | 2023 |
| Pam Stinson | Professional Development | Northern Oklahoma College | 2023 |
| James Winebrake | Professional Development | University of North Carolina Wilmington | 2024 |
| Susan Kruml | Professional Development | Midland University | 2024 |
| Mark Ginsberg | Finance Committee | George Mason University | 2024 |
| Ellen Granberg | Finance Committee | Rochester Institute of Technology | 2024 |
| Peter Nwosu | Membership & Communications  Innovation & Strategy | Lehman College of CUNY | 2024 |
| April Mason | Chair: Advisory Council; Ex Officio member of the board: Membership & Communications Cmte |  | n/a |
| Laura Niesen de Abruna | Ex-officio member of the board  PI: Digital Fellows Project/DLC Chair  Innovation & Strategy | York College of Pennsylvania | n/a |
|  |  |  |  |
|  |  |  |  |  |

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

\*Michael Gealt, Professional Development: Advisory Council rep