**ACAO Board of Directors Meeting Minutes**



**May 4, 2022, 2:00 pm – 3:00 pm ET**
 <https://us02web.zoom.us/j/84259074588?pwd=R1J0VGNFM0l2Z3RGRmxUVWVCOVJzUT09>

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

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

[**April Board Minutes Here**](https://docs.google.com/document/d/1Jmid0DAnMB3wi5TVbRXYwGxbxm830uwl/edit#heading=h.gjdgxs) (**Vote for approval)**

May Board Minutes Here (Vote for approval)

1. Summer in-person meeting: June 10, 2022 8-5pm ET (estimate of time)
	* Location for Board Meeting

ACE Headquarters

One Dupont Circle NW

Washington, DE 20036

202-939-9300

 ACE Boardroom 8th floor (continental breakfast & lunch will be provided)

 *Meeting will end at 3pm ET so board members can get flights out.*

* Location for Hotel

Dupont Circle Hotel

1500 New Hampshire NW, Washington, DC 20036

For Reservations:

CALL: 202-483-6000. Mention ACAO Room Block to receive the contracted rate of $259 plus taxes.

Reservations must be made by 5/20/2022

Check in is at 4pm; Check out 12pm

Board Dinner June 9th @ 7pm (walk to restaurant) - TBD

1. Agenda for June Board Meeting – Pre-planning for Strategic Planning. L. Werth
	* 1. *Plan is to spend bulk of our time on strategic planning.*
		2. *Provost handbook will be on the agenda*
		3. *June 1st board meeting will be cancelled*
2. Non-dues Revenue – ACAO Job Board
	* 1. *Non dues revenue opportunity. There is a cost for the API but could make it up with the revenue. G. Thuswaldner approves idea. C. St Germain supports it.*
		2. *Make is a member benefit. Members would not have to pay.*
		3. *Limit to: Provosts, Vice provosts, Assoc Provosts, Deans, Administrative leadership.*
		4. *Could use the board to help populate*
3. Provosts Handbook – G. Thuswaldner
	* Work group: Gregor Gail, Maria, Laura
		1. *May 9th 12-1pm PT Handbook meeting will take place. Looking to make a second meeting before June. June 1st, taking the board meeting time. Hope to have a good outline by June board meeting*
		2. *Potential timeline: Write essays during the fall semester. Submit to publisher by end of year.*
4. Committee Updates
* Membership – Chair: Michael Quillen
	+ - *No new members for the month of April. D. Murner working on a membership dashboard.*
		- *New membership year – dues renewal in the near future.*
		- *End of membership campaigns until the fall*
		- *Add to strategic plan…dues increase and/or individual dues structure.*
* Finance Committee – Chair: Lori Werth.

[**March Financials Here**](https://docs.google.com/spreadsheets/d/1G_6d4fet-Od7Uih2TfAvOFJ6LIL7slp7/edit#gid=140566034)

 *All good.*

* Digital Learning Committee – Chair: Laura Niesen de Abruna - *No update*
* Innovation & Strategies – Chair: Laura Niesen de Abruna. Work group: *No update*
* Professional Development – J. Gonzales

Town Halls

**Recap: April 19, 2022 12-1pm ET:**The Great Resignation. H. Coltman moderator*.*

61 Registered, 31 attended

May, June & July – No Town Halls

**August Town Hall:**The Evolution of Research on Campus. Tentative date: August 16, 2022 12-1pm ET

*J. Gonzales – call for town hall programs to entire membership. Opportunity for a Town Hall, bring in someone who is not a Provost, high profile, outside of membership & campus speak on a panel for free.*

*How to keep a more continuous professional development opportunity going besides the town halls.*

1. Advisory Council – A. Mason*.*
	* ACAO Blog
		1. *P. Salkin put together a suggested policy for blog. Council will submit document for June meeting. To think about: who should be able to submit to the blog…blog editorial responsibility. Archive issues.*
	* New Council Members
		1. *Two council members will be leaving, Jean Wyld & Salase Williams. Great members of the Council. Looking for new members to replace. Provide names to April. Send them “thank you” letter from president of the board.*
	* “Stay “Interview suggestion
		1. *Pre-emptive to talk with those we desire to stay at our institutions, to find out how they are, what they need, in hopes of keeping good talent. Council is willing to conduct “stay interviews”. Idea for Strategic Plan discussion in June.*
	* *Council will submit additional strategic plan ideas for June meeting once they meet next week.*
2. Our next regularly scheduled board meeting is June 10, 2022 @ Washington, DC
	* *Cancel Jun 1 scheduled board meeting*?
3. New Business
	* *C. St Germain – update on social media. LinkedIn increased by 6 3 new followers during last 90 days. Twitter gained 12 new members during past 60 days. Sent out 31 emails to new provosts from ACE conference.*
	* *Looking for interesting posts: Stories about campus, innovation, institutional award, opening of a new building, etc.*
	* *G. Thuswaldner. Discuss website at June meeting.*

**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)

Topic: ACAO Board of Directors Meeting

Time: Apr 6, 2022 02:00 PM Eastern Time (US and Canada)

 Every month on the First Wed, until Mar 1, 2023, 12 occurrence(s)

 Apr 6, 2022 02:00 PM

 May 4, 2022 02:00 PM

 Jun 1, 2022 02:00 PM

 Jul 6, 2022 02:00 PM

 Aug 3, 2022 02:00 PM

 Sep 7, 2022 02:00 PM

 Oct 5, 2022 02:00 PM

 Nov 2, 2022 02:00 PM

 Dec 7, 2022 02:00 PM

 Jan 4, 2023 02:00 PM

 Feb 1, 2023 02:00 PM

 Mar 1, 2023 02:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/84259074588?pwd=R1J0VGNFM0l2Z3RGRmxUVWVCOVJzUT09>

Meeting ID: 842 5907 4588

Passcode: 718864

One tap mobile

+13017158592,,84259074588#,,,,\*718864# US (Washington DC)

+13126266799,,84259074588#,,,,\*718864# US (Chicago)

Dial by your location

 +1 301 715 8592 US (Washington DC)

 +1 312 626 6799 US (Chicago)

 +1 646 876 9923 US (New York)

 +1 253 215 8782 US (Tacoma)

 +1 346 248 7799 US (Houston)

 +1 669 900 6833 US (San Jose)

Meeting ID: 842 5907 4588

Passcode: 718864

Find your local number: https://us02web.zoom.us/u/kj1bM2yKS

**2022/23 Board of Directors: Assigned Committees & Roles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| Beth Ingram | President | Northern Illinois University | 2022/2023 |
| Gail Baker | Past President Responsibility: Chair of Nominating andBylaws Committees | University of San Diego | 2022/2023 |
| Gregory Ochoa | President Elect | Potomac State College of West Virginia University | 2024 |
| Lori Werth | Treasurer: Chair Finance  | University of Pikeville | 2025 |
| TBD | SecretaryInnovation & Strategy |  |  |
|  | Doreen Murner | Executive Director | AMC Source | n/a |
| Junius Gonzales | Chair: Professional Development | NY Institute of Technology | 2023 |
| Patricia Salkin | Membership Committee & Blog Series Coordinator | Touro College | 2023 |
| Constance St. Germain | Finance Committee | Capella University | 2023 |
| John McCarthy | Membership Committee | UMass – Amherst | 2023 |
| Heather Coltman | Finance Committee | James Madison University | 2023 |
| Pam Stinson | Professional Development | Oklahoma State University – Oklahoma City | 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 |
| Michael Quillen | Chair: Membership Committee | Rowan-Cabarrus Community College | 2025 |
| Maria Woodside-Oriakhi | Membership Committee | University of the Bahamas | 2025 |
| Gregor Thuswaldner |  | Whitworth University | 2025 |
| Laura Niesen de Abruna | PI: Digital Fellows Project/DLC ChairInnovation & Strategy | York College of Pennsylvania | 2025 |
| Kevin Carman | Professional Development | University of Wyoming | 2025 |
| April Mason | Chair: Advisory Council; Ex Officio member of the board: Membership & Communications Cmte |  | n/a |
|  |  |  |  |
|  |  |  |  |

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

\*Michael Gealt, Professional Development: Advisory Council rep