**ACAO Board of Directors Meeting Minutes**



**December 7, 2022, 2:00pm – 3:00 pm ET**  
 <https://us02web.zoom.us/j/84259074588?pwd=R1J0VGNFM0l2Z3RGRmxUVWVCOVJzUT09>

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

1. Review and approve Board Minutes November 2**,** 2022 – B. Ingram Call for discussion/updates

[November Board Minutes here](https://docs.google.com/document/d/1VJoFjeOx0DbVR8VAOZy_sN0MpwzU7ojk/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true) – **Vote for approval**

*No discussion. Minutes approved by consensus. Motion passes.*

1. Strategic Plan Framework – B. Ingram
   * Strategic Framework narrative review and finalization
   * [*https://docs.google.com/document/d/1--myNZWemdGeRU3e\_xv5yb9Y5QIOt7-R/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true*](https://docs.google.com/document/d/1--myNZWemdGeRU3e_xv5yb9Y5QIOt7-R/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

*Final version.*

*Motion to adopt L. de Abruna, 2nd C. St Germain – All in favor, Motion passes*

*Final version will be added to the website.*

1. Web and logo design updates – D. Murner, Logo committee
   * Recommendation

*D. Murner shared screen for final logo approval & recommendation by the logo/web committee.*

*Logo selected was the clean version with a single line, colored with a gradient blue line.*

*Logo will also be produced in black & white versions for alternate uses when needed.*

*Motion to adopt logo #1: C. St Germain, 2nd M. Ginsberg. No discussion. Motion passes.*

*Web design, template already assigned and now can update with the adopted logo.*

*Hopefully to have a visual for January board meeting*

1. ACE Relationship Update – D. Murner
   * ACE asked for CAO panelist for December 15 webinar on faculty development and student engagement. L. Werth volunteered

*ACE, ACUE & ACAO will co-host a webinar with ACE. December 15th panel discussion on faculty development and student engagement. Lori Werth volunteered.*

1. ACE Annual Conference Sessions – B. Ingram
   * ACAO Board Meeting & Members Business Meeting
   * April 13 & 14, @ ACE Conference (4/13-15, 2023)

Hotel: <https://www.marriott.com/en-us/hotels/wasco-marriott-marquis-washington-dc/overview/>

* + Tentative agenda

4/13 (Thurs) - 12:00 – 5:00pm ACAO Board Meeting (in hotel)

5:00 – 7:00pm Provosts Reception (restaurant in or around hotel)

4/14 (Fri) – ACAO Members Business Meeting 7:45 – 9:00 am (in hotel)

Co-sponsored Breakfast w/ACE. 7:30 – 8:30 am (in meeting room)

Session schedule: TBD – 2 session slots have been put on hold for ACAO

ACE Discount Code for ACAO attendees – 15% off

**1ACAO2023**

[**Register Here**](https://www.aceannualmeeting.org/event/a83434e5-7fdf-4d91-b7b0-ab0754dafe2c/summary?RefID=ACE2023-event-tile&_ga=2.222703454.458077858.1669991475-332830607.1669991475)

*Recommend to send e-vites to attending provosts for an organized Provost reception.*

*D. Murner will investigate several restaurants to host the reception with costs.*

*Discussion: is expense of a reception worth it? Set a budget and then decide what to spend. Maybe a cash bar. It is a prime way to recruit members so seems like a good investment. $5000 is the budget to explore options. Once contract is received, will review decision again.*

*We also co-sponsor the Breakfast with ACE before our business meeting.*

1. Committee Reports & Updates

* Finance Committee – L. Werth

[October Financials here](https://docs.google.com/spreadsheets/d/1enyM7_7_WXUiWJVqWI1quTZ3tO2HRcOp/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

*No update*

* Membership Committee – M. Quillen & K. Carman

*Committee met and discussed expanding membership to Deans, etc. It is recommended to not expand membership to deans but to include Associate / Assistant Provosts.*

*Still be inclusive to invite deans to certain ACAO events.*

*Discussed value add statements. Why it is beneficial to be a member? Also discussed costs, which might be considered high to some schools. Need to be sensitive to amount of dues in relation to value.*

*M. Quillen will reach out to C. St Germain for articulated value add, “elevator speech”.*

*Idea: to get President’s on board so there may be more continuity for new provosts who come in and ACAO already has an institutional membership, committed membership with ACAO. Connect with former ACAO members who have moved to the Presidency.*

*Membership committee will bring back concrete ideas for next meeting.*

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* Digital Learning – L. de Abruna

*Ingram & de Abruna met with Educause (J. O’Brien) & he is interested in getting more involved with ACAO. Would like to attend a spring board meeting to see where we could collaborate. Educause believes the path to change goes through the provost office as it pertains to digital learning. How do we want to further our relationship with Educause? Sessions at Educause annual conference. DF budget would allow for attending Educause to do a workshop (fall). Would be good to diversify relationship and have a continuing relationship with another large association (besides ACE).*

*B. Ingram will invite J. O’Brien to our March board meeting.*

* Professional Development – J. Gonzales*.*

*Manpower is a challenge for the committee. Need to recruit help from the membership.*

*Looking at sub-segmenting to whom we deliver content, 2 yr, 4 yr, public, private, etc. Segments can be in break-outs in town halls or topic designed for specific sub-segments.*

*Town Hall dates for 2023 to be set in January for the spring.*

*May also have a “brown bag” in the spring as well.*

*J. Gonzales offered support of student. Use the IPEDS or Carnegie Classification databases.*

*J O’Brien volunteered to facilitate a town hall with ACAO.*

*Strategic portfolio management topic to bridge with CBOs on campus.*

* Provost Handbook – G. Thuswaldner

[*https://docs.google.com/document/d/1YP4pvHxrrw5Up11z5PUjWIsmTvsZyy0o/edit#heading=h.blszj0whc34p*](https://docs.google.com/document/d/1YP4pvHxrrw5Up11z5PUjWIsmTvsZyy0o/edit#heading=h.blszj0whc34p)

*First drafts are due December 15th to Gregor.*

*Do we have a contract with Johns Hopkins Publishing yet?*

* Blog – P. Salkin

*Blog articles are being written & sent to P. Salkin. Launch starts 12/12 with B. Ingram’s article.*

*Advisory Council retired member, S. Willams, is updating his article on DEI.*

* Advisory Council – A. Mason

*B. Ingram attended Council meeting last week. Helpful for Council to hear and interact with ACAO President. Council wants to help ACAO.*

1. What are the top areas you’re focused on this semester? What is happening on campus?
2. 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)

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)

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 and  Bylaws Committees | University of San Diego | 2022/2023 |
| Constance St Germain | President Elect | Capella University | 2023 |
| Lori Werth | Treasurer: Chair Finance | University of Pikeville | 2025 |
| Mark Ginsberg | Secretary  Innovation & Strategy | George Mason University | 2024 |
|  | 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 |
| 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 |
| TBD | Professional Development |  | 2024 |
| Ellen Granberg | Finance Committee | Rochester Institute of Technology | 2024 |
| Peter Nwosu | Membership Committee  Innovation & Strategy | Lehman College of CUNY | 2024 |
| Michael Quillen | Co-Chair: Membership Committee | Rowan-Cabarrus Community College | 2025 |
| Maria Woodside-Oriakhi | Membership Committee | University of the Bahamas | 2025 |
| Gregor Thuswaldner | Handbook Task Force | Whitworth University | 2025 |
| Laura Niesen de Abruna | PI: Digital Fellows Project/DLC Chair  Innovation & Strategy | Dominican University of Chicago | 2025 |
| Kevin Carman | Professional Development  Co-chair Membership | University of Wyoming | 2025 |
| April Mason | Chair: Advisory Council; Ex Officio member of the board: Membership Cmte |  | n/a |
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\*BJ Reed, Innovation & Strategy Committee Member: Advisory Council rep

\*Michael Gealt, Professional Development: Advisory Council rep