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**ACAO Board of Directors Meeting Minutes**

**June 7, 2023, 2:00 – 3:00 pm**  
https://us02web.zoom.us/j/82529646331?pwd=YXFnWEwvOU5DQVAvWHY1aGMrYjcvUT09

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Attended | | Name |  |  |  |
| Gail Baker |  | Pam Stinson | |  | Robyn Parker |  |
| Beth Ingram | (resigned) | Junius Gonzales | | x | Sacha Kopp |  |
| Lori Werth |  | Peter Nwosu | |  | Michael Carr |  |
| Mark Ginsberg | x | Patricia Salkin | | x |  |  |
| Constance St Germain |  | Laura de Abruna | |  |  |  |
| Jamie Winebrake | x | Michael Quillen | |  |  |  |
| Heather Coltman | x | Sophia Maggelakis | |  |  |  |
| Maria Woodside Oriakhi | x | Servet Yatin | |  | April Mason/Adv (nv) |  |
| Gregor Thuswaldner |  | Amy Rell | |  | Doreen Murner (nv) |  |

Welcome to New Board Directors (not at the April Board Meeting in DC) – C. St Germain

Sacha Kopp

Michael Carr

**Vote to Accept April 13, 2023, Board minutes – Approved by consensus.**

**Vote to Accept April 14, 2023, Members Business Meeting Minutes – Approved by consensus**

Discussion of intentional collaboration with EDUCAUSE – L. deAbruna

Potential considerations

1. Board liaisons with each other’s boards
2. Sessions / panels at EDUCAUSE Annual Meetings and/or other meetings
3. Joint videos / webinars / podcasts
4. Teaching & learning conference, co-locate with EDUCAUSE
5. Regional outreach efforts with CAOs

*L de Abruna – group of board members to attend EDUCAUSE in October and travel could be funded by foundation grant monies. De Abruna wants volunteers & may be on a panel for EDUCAUSE*

ACE 2024 Annual Conference discussion

Where to host ACAO’s Members’ Business Meeting?

*St. Germain updated board on call with ACE. They needed updated MOU & they would like to collaborate. Change in annual conference attendance – there will be other opportunities for Provost’s to meet rather than the typical annual conference. They would like to collaborate with us on webinars, specifically career building for webinars for Provosts to President, how to exit, etc. Also wants help in development of content. They are open to us writing for the blog again.*

*Discussion about President only annual meeting – ACE explained there may have been mis-information.*

*A.Mason reminded the board ACAO can function without the ACE conference, as we are our own group.*

*Appears ACE is re-evaluating who they are and who they serve.*

*ACAO is the pool of Provosts for future Presidents.*

*L. Werth suggested we should continue to investigate relationships with other organizations, APLU, AAC&U, NACUBO, NADOHE, etc. How can we partner with these other groups. Can we hold our meetings at their annual conferences?*

*Board meeting next year? M. Ginsberg offered George Mason as a potential location for April 2024, in person.*

Committee Reports

*Professional Development Committee – J. Gonzales*

*No update*

*Community Engagement & Outreach Committee – L. de Abruna*

*No update at this time*

*Membership Committee: M. Quillen*

Growing Membership (group discussion) -

How to grow membership consistently when we experience high turnover?

*M. Quillen – committee met 5/10th. D. Murner to provide membership numbers to the committee. Outreach to members who do not want to renew? Put a process in place with committee members.*

*Discussed value proposition & welcoming new members. Soliciting new provosts. And continued work of other committees, town halls, blog, provides the value to the members.*

*Dues: committee decided dues costs were relative and similar, if not less, that other organizations. Committee will compare with other provost groups.*

*Word of mouth continues to remain a core focus for us to expand.*

*M. Quillen& A. Mason to adapt leadership vision for HERS and CHEA for their newsletter.*

*G. Thuswaldner - Potential 1 yr free members for new provosts?*

*Can we consider opening membership to Assoc & Asst Vice Provosts? So when the provost leaves, the membership automatically moves to the “next in line”.*

*S. Kopp – should we engage the President’s to increase awareness to provosts? And how to reach to deans to give them the knowledge about ACAO so they know we exist when they become provosts.*

*P. Stinson – idea to increase board member numbers. Or maybe form alternative participation opportunities ex: members at large positions.*

*L. deAbruna – increase board to 30. G. Thuswaldner – board would be too big compared to membership. Idea to introduce “ACAO Fellows” – prospective provosts to become a part of the board leadership. But must do it for free. Connecting value of ACAO to potential to future provosts.*

*Non-board members can sit on ACAO committees.*

Financial Reports

[**April 2024 Financials**](https://docs.google.com/spreadsheets/d/1YxMfVvdHO3RNSTIkTz5iIQyrhYMoqGse/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

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)

*G. Thuswaldner – book is approved, and deadline is July 1. By Sept 1 hope to submit finished manuscript to publisher.*

Blog - P. Salkin

*D. Murner – asked the board for blog participation.*

Advisory Council – A. Mason

*A.Mason – new council member, John McCarthy. Maybe other groups to solicit? CIC, Big 10, SEC, other regional gatherings of provosts.*

**Board To Dos: Please sign Board of Directors Oath for term year April 23 – April 24. Link is below.**

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

New Business

*D. Murner – New listserv group of Provosts from provost at Tulsa. Could we engage with him to consider working with ACAO? P. Stinson will reach out to him.*

*Meeting adjourned.*

**REMINDER: BOD Meetings are now bi-monthly. Next meeting August 2 @ 12pm ET**

**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 is inviting you to a scheduled Zoom meeting.

Topic: ACAO Board of Directors Bi-Monthly Meetings

Time: Jun 7, 2023 12:00 PM Eastern Time (US and Canada)

Every 2 months on the First Wed, until Apr 3, 2024, 6 occurrence(s)

Jun 7, 2023 12:00 PM

Aug 2, 2023 12:00 PM

Oct 4, 2023 12:00 PM

Dec 6, 2023 12:00 PM

Feb 7, 2024 12:00 PM

Apr 3, 2024 12:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://us02web.zoom.us/meeting/tZYodeCuqj0pGdV53okDMAx\_T5e7WUthzHxO/ics?icsToken=98tyKuGqqzkjHNCTsxqGRpwQGYjoXe7wiCFejadryUzqCAR-QxvJArdHZYVKBNDK

Join Zoom Meeting

<https://us02web.zoom.us/j/82529646331?pwd=YXFnWEwvOU5DQVAvWHY1aGMrYjcvUT09>

Meeting ID: 825 2964 6331

Passcode: 340701

One tap mobile

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Dial by your location

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• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 646 876 9923 US (New York)

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 689 278 1000 US

• +1 719 359 4580 US

Meeting ID: 825 2964 6331

Passcode: 340701

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

**2023/24 Board of Directors: Assigned Committees & Roles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| Constance St. Germain | President | Northern Illinois University | 2023/2024 |
| Gail Baker | Past President Responsibility: Chair of Nominating and  Bylaws Committees | University of San Diego | 2023/2024 |
| Lori Werth | President Elect | Capella University | 2023/2024 |
| TBD | Treasurer | University of Pikeville | 2025 |
| Mark Ginsberg | Secretary | George Mason University | 2024 |
|  | Doreen Murner | Executive Director | AMC Source | n/a |
| Junius Gonzales | Chair: Professional Development | NY Institute of Technology | 2026 |
| Patricia Salkin | Membership Committee & Blog Series Coordinator | Touro College | 2026 |
| Heather Coltman | TBD | James Madison University | 2026 |
| Pam Stinson | Professional Development | Oklahoma State University – Oklahoma City | 2026 |
| James Winebrake | Professional Development | University of North Carolina Wilmington | 2024 |
| Peter Nwosu | Membership Committee  Community Engagement & Outreach | 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 | Handbook Task Force | Whitworth University | 2025 |
| Laura Niesen de Abruna | Community Engagement & Outreach | Dominican University of Chicago | 2025 |
| Sophia Maggelakis | Community Engagement & Outreach | Wentworth Inst. Of Technology | 2026 |
| Servet Yatin | Membership Committee | Quincy College | 2026 |
| Amy Rell | Professional Development | College for Financial Planning | 2026 |
| Robyn Parker | TBD | Saybrook University | 2026 |
| Sacha Kopp | TBD | Gonzaga University | 2026 |
| Michael Carr | TBD | North Park University | 2026 |
| April Mason | Chair: Advisory Council; Ex Officio member of the board: Membership Cmte |  | n/a |

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

\*Michael Gealt, Professional Development: Advisory Council rep