**ACAO Board of Directors Meeting**



**Minutes**

December 12, 2018

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Attend | Name | Attend | Name | Attend |
| Martha Potvin | Yes | Laura de Abruna | No | Michaele Whelan | Yes |
| Kathy Johnson | Yes | Peter Nwosu | Yes |  |  |
| Mary Boyd | Yes | Gregory Ochoa | Yes |  |  |
| Rick Miranda | No | Patricia Rogers | Yes |  |  |
| Kevin Carman | No | Connie Johnson | No |  |  |
| Charles Cook | No | Todd Diacon | Yes | Doreen Murner | Yes |
| Kelli Brown | No | BJ Reed | Yes |  |  |

1. Nov 7 Board Minutes – Vote to approve – M. Potvin
   1. *BJ Motioned to approve 11/7 minutes. Pat 2nd. All in favor, motion passes.*
2. CCAS Opportunity – M. Potvin *Discussions were held with the Council of Colleges of Arts & Sciences for opportunities to partner, especially in workshops and other educational formats surrounding a tool kit for deans. Looking for a potential session for deans on relationships with provosts.*
3. ACE/ACAO MOU Update: M. Potvin/K. Johnson Discussions *continued with ACE and updated MOU presented. Both Kathy & Martha are comfortable with the agreement. Due to ACE’s reorganization and re-envisioning, they can’t commit to an agreement for more than 1 yr. Sponsorship fee is now at $5000 (v. $7500).* 
   1. *Motion to approve MOU. BJ 1st, Greg 2nd. All in favor. Motion passes.*
4. ACE New Provost Institute – M. Potvin/K. Johnson *Continuing discussions on ACE New Provost Institute, which may be an opportunity for ACAO if ACE doesn’t continue with the Institute. AASCU also has a Provost Leadership Academy & should we consider a partnership there? Or maybe CIC? Move discussion to January meeting.*
5. Strategic Plan Reminder – K. Johnson

Committee chairs/members to look at the plan via the below link. Align the committee’s goals with the appropriate SP goals.

<https://docs.google.com/document/d/1qIs5kmCx8Lybmnd-3MZhYPI1Yax20hQ4o7x3oUgvaEk/edit?usp=sharing>

*Reminder for everyone to look at the Strategic Plan and be prepared to discuss at our January meeting.*

1. Membership Committee Update – G. Ochoa *Membership Committee sent a survey to 370 members and non-members. To date only 20 responses. All agreed to resend at the beginning of the year to garner more results. Reminder to update the lapsed member roster that was previously sent out. Concerns with the wording on the web site for “system” membership. System definition needs to be stated more clearly on the web site. Ex: System Office membership does not include the campus. Each campus is a separate fee from the system fee. UMaine wanted all 7 campuses to be under the system membership and to include the system CAOs. We don’t want to lose them as a potential member so options: 1. 33% off (as discussed in a prior meeting) #2 honor the system fee for this year to include the campuses but let them know it will be different next year.*

1. Communications Committee Update – C. Johnson *Committee wants to continue to work with Membership. Next membership Cmte meeting will include Communications Cmte.*
2. Bylaws Committee Update – R. Miranda *No report*
3. Finance Committee Update - M. Boyd *Bottom line is unchanged from last month. We still need to increase membership since it is our only revenue source. BJ encouraged board to use Facebook.*
4. Nominating Committee Update – BJ Reed *Draft slate presented to the board. It will be finalized at the January meeting then ballots will be sent out.*
5. Advisory Council Update – Coffee Hr./Ask A Provost – C. Johnson *Advisory Council is considering recording the first 30 minutes of each Coffee Hr. which will provide additional resources on our web site for provosts. The open Q&A 30 minutes will not be recorded.*

1. Jan 2 board meeting date?? *Meeting has been cancelled*
2. Winter Retreat: Jan 25, 2019, Washington, DC @ ACE

Schedule:

Arrive 1/24. For those that are available, casual dinner 6pm ish. Restaurant TBD.

1/25: 8-9am Continental Bkfst @ ACE office. 9-3pm ACAO Board Meeting @ ACE.

Future Board Meetings

Feb 6, 2019 2:00pm ET

Mar 6, 2019 2:00pm ET

March face to face @ ACE Annual Meeting