**ACAO Board of Directors Meeting Minutes**



**May 6, 2020:** <https://zoom.us/j/707742741>**,** 2-3 PM (Eastern)

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| --- | --- | --- | --- | --- | --- |
| Name | Attend | Name | Attend | Invited Guests | Attend |
| Mary Boyd | Y | Pam Stinson | Y | Junius Gonzales | N |
| Gail Baker | Y | Greg Ochoa | Y | John McCarthy | N |
| Kathy Johnson | Y | Peter Nwosu | Y | Michael Quillen | Y |
| Beth Ingram | Y | Patricia Salkin | Y | April Mason/Adv /Cl | Y |
| Scott Newman | Y | Andrew Shean | Y |  |  |
| Laura de Abruna | Y | Constance St Germain | Y |  |  |
| Michael Evans | Y | Lori Werth | Y |  |  |
| Connie Johnson | Y | Laura Woodworth-Ney | N |  |  |
| David Manderscheid | Y | Sharon Vasquez/Adv Cl | Y | Doreen Murner | Y |

1. Review and approval of April Board Meeting minutes [April Minutes](https://drive.google.com/file/d/1BkzZb-Ng39XuycfNAY2-H-zm2w7_qTOn/view?usp=sharing) M. Boyd - Call for discussion/updates.
   * *No updates/discussion. Motion moved to approve minutes. All in favor. Motion Passes*
2. Board transitions and current positions: Secretary, Open. Welcome Michael Quillen
   * *M Boyd welcomed Michael Quillen.*
   * *S. Vasquez noted she will transition off the Advisory Council. April Mason will take the chair position. S. Vasquez introduced April to the board. April was a founding member of ACAO & one of its first presidents.*
3. Bylaw changes – Board to recommend changes to the membership. [Proposed Bylaw Changes](https://drive.google.com/file/d/1zY7YmpiWo5vYT5NY9g7TqK38VEGo6mpp/view). Quorum is 2/3 of membership who cast ballots. K. Johnson
   * *Bylaws change requires 2/3rds vote to approve of those members in good standing who have cast ballots.*
4. ACAO Member virtual Business Meeting – Association update on financials, membership & vote on bylaws, certify elections. Potential dates: June 17th, June 24th or July 14th; 1pm ET
   * *D Murner will send a doodle poll for potential consensus of above mentioned dates*
5. ACAO March Financials & 2020 Budget – B. Ingram
   * *Finance Cmte recommended budget to the board. Motion moved to approve 2020 budget. All in favor – motion passes.*
   * *L de Abruna discussed Professional Fees line item. M Boyd & B Ingram will connect with AMC Source.*
6. Committee Updates
   * Digital Learning Cmte – L. de Abruna *–*  Discussion of proposed name change
     1. *L de Abruna would like ACAO to help distribute a survey from Tyton Partners who are part of the Every Learner Everywhere initiative. They have a high level of respect in higher education. Tyton would like ACAO to send the survey to our members. Institutions that participate will receive a report. Tyton will supply language for the survey intro.*
     2. *Minor discussion: DLC committee will retain its current name: Digital Learning Committee*
   * Professional Development – S. Newman *–* Future townhalls
   * *S Newman discussed provost to provost virtual session/conversations. All agreed was needed. First two topics are i. and ii. Dates to be determined. A Mason will take the concept to the Council*
     1. How to do effective budget reductions (including furloughs)

*Rename to “budget uncertainties”. Townhall collaborators: B Ingram, P. Nwosu, K. Johnson*

* + 1. What will our fall semester look like?

*Townhall collaborators: L de Abruna, D. Manderscheid, P. Salkin*

* + 1. Debrief after the semester – what worked, what to fix
    2. Moving faculty: remote to online, incentivize over the summer
    3. The student experience
    4. Incoming students
    5. Graduating students <--Probably less pressing now!
    6. Working with shared governance representatives/unions
    7. Accreditation-related issues
    8. Getting healthcare students prepared for clinical experiences (e.g., physicals, immunizations, fitted PPE, advanced life-saving certs., etc.)
  + *Innovation & Strategies – L. Werth – Have not met yet.*
  + *Membership – G. Ochoa –* 
    1. *Poll members on townhall topics via the listserv*

1. September/October virtual Board Meeting – to replace our face to face meeting.
   * *Group reached consensus that a longer meeting may not be necessary.*
2. Partnerships: PAHENA (Provost and Academic Affairs Assistants in Higher Education National Association) (K. Johnson). [Proposed Partnership](https://drive.google.com/open?id=1fvUBl_ekrJGPjCm5p8YJ0k5sZp9YGI9a) with ACAO
   * *PAHENA has decided to wait until COVID-19 times of challenge settle down. Discussion will resume in the future.*
   * *Discussion of becoming the “fiscal agent” for PAHENA. There was consensus that ACAO should NOT be the “fiscal agent” but perhaps open a new category of membership for PAHENA instead.*
3. ACE update. (K. Johnson and M. Boyd)
   * *M. Boyd & K. Johnson talking with ACE May 7. Update next board meeting.*
   * *Blog series is going strong. K. Johnson asked for interest on a COVID-19 “reflections” for the blog which would get published sooner considering that is of primary focus.*
4. Our next regularly scheduled board meeting is June 3rd @ 2pm ET.

**2020 Board of Directors: Assigned Roles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| Mary Boyd | President | Berry College | 2020/2022 |
| Kathy Johnson | Past President Responsibility: Chair of Nominating and  Bylaws Committees | IUPUI | 2020/2021 |
| Gail Baker | President Elect  Editorial Team | University of San Diego | 2022 |
| Beth Ingram | Treasurer | Northern Illinois University | 2021 |
|  | TBD | Secretary |  |  |
|  | Doreen Murner | Executive Director | AMC Source | n/a |
| Laura Niesen de Abruna | PI: Digital Fellows Project  Finance Committee  Editorial Team  Digital Learning Cmte-Chair  Innovation & Strategies | York College of Pennsylvania | 2021 |
| Gregory Ochoa | Chair: Membership & Communications  Digital Learning Committee | Potomac State College of West Virginia University | 2021 |
| Peter Nwosu | Membership & Communications  Innovation & Strategies  Digital Learning Committee | Lehman College of CUNY | 2021 |
| Connie Johnson | Professional Development  Editorial Team  Digital Learning Committee | Colorado Technical University | 2022 |
| Andrew Shean | Innovation & Strategies  Digital Learning Committee | National University System | 2022 |
| Lori Werth | Professional Development  Innovation & Strategies | University of Pikeville | 2022 |
| Laura Woodworth-Ney | Innovation & Strategies | Idaho State University | 2022 |
| Michael Quillen | Membership Committee | Rowan-Cabarrus Community College | 2022 |
| Michael Evans | Finance Committee | Southern New Hampshire University | 2023 |
| David Manderscheid | Finance Committee | University of Tennessee, Knoxville | 2023 |
| Scott Newman | Professional Development Committee | Oklahoma State University Institute of Technology | 2023 |
| Patricia Salkin | Membership Committee | 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 |
| Pam Stinson | Professional Development | Northern Oklahoma College | 2023 |
| Sharon Vasquez | Chair: Advisory Council (ex officio) | Provost Emerita, University of Hartford |  |
|  |  |  |  |

\*Additional Professional Development Committee Member: Ellen Granberg, Provost, Rochester Institute of Technology

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

\*April Mason, Membership & Communications Committee Member: Ex officio Advisory Council rep