**ACAO Board of Directors Meeting Minutes**



**June 10, 2022, 8:30am – 3:00 pm ET**  
 <https://us02web.zoom.us/j/84259074588?pwd=R1J0VGNFM0l2Z3RGRmxUVWVCOVJzUT09>

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

1. ACAO Strategic Planning Session
   * 8:00 – 8:30 am – Continental Breakfast @ ACE Boardroom
   * 8:30 – 10:00am – ACAO Mission & Vision – Lori Werth (small group discussion)
     1. Identify & prioritize
     2. Who do we serve & why do we serve them?
     3. How do we differentiate ourselves from other groups?
     4. Report out & come to consensus on identity & priorities

* 10:00 – 10:30 am – Break
* 10:30 – 12:00pm – SWOT Analysis – Lori Werth
* 12:00 – 1:00pm - Lunch & ACAO General Business Meeting – Beth Ingram

*Strategic Plan conducted by L. Werth. Results will be drafted and refined for further development in future board meetings.*

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

[**April Board Minutes Here**](https://docs.google.com/document/d/15W7Oz6da0u3oHJNF5xbQZzGZOO9BEM-O/edit#heading=h.gjdgxs) (**Vote for approval)**

*Motion to approve presented by L. de Abruna, 2nd G. Baker. All in favor, motion passes*

[**May Board Minutes Here**](https://docs.google.com/document/d/1xL-XcsvJYExiaLSusIBZ3KIDRXXZEPT1/edit#heading=h.gjdgxs) **(Vote for approval)**

*Motion to approve presented by M. Quillen, 2nd L. de Abruna. All in favor, motion passes*

***Vote for approval***

*Motion: Executive Board has signature authority on all ACAO banking accounts.*

*Currently, Gail Baker, Beth Ingram, Constance St Germain*

*All in favor. Motion passes.*

***Vote for approval***

*Motion: D. Murner, Executive Director, has access to ACAO’s banking to pay ACAO’s normal business via ACAO credit card.*

*All in favor. Motion passes.*

***Vote for approval***

*Motion: K. Carman appointed to fill term 3/2022 – 3/2025*

*All in favor. Motion passes*

* 1:00 – 1:30pm – Break
* 1:30 – 2:00pm – Committee Reports & general updates
  + Finance Committee
    - [**April Financials**](https://docs.google.com/spreadsheets/d/1ClchmEKwFxG5dUjc06dqv4-0oDXbFyHh/edit#gid=886716748)

*L. Werth - Financials up about $20k this year from last time, all from member dues. Budget looks good. Strategic plan will help with increasing revenue. Consider moving $50k or so into an investment account with Merrill Lynch.*

* Membership Committee

*M. Quillen – challenge is coordinating the committee to meet. Committee has to be reconvened to “begin again”. Discussion to meet on a specific day/time each month. Engage non-board volunteers to work on Membership Committee. Asked board for CAO member names to reach out to and volunteer.*

* Digital Learning and Innovation & Strategies

*L. de Abruna – rep to ELE network & on steering committee. Worked on ASU Remote conference with ELE. ELE website offers asset & resources for free. New grant will come from BMGF but less than previous $1m. Used for 12 ELE partners to promote DL though out higher education.*

* Professional Development

*J. Gonzales – just beginning. Propose to continue Town Halls AND what else should we be doing? Town Halls work. Content is great and engages / networks provosts. Assistant/Vice levels need to be invited and/or create Town Halls for them. Add “someone from your office” to also attend at the bottom of the registration.*

* Advisory Council

*B. Ingram – How to better engage the council. How do we work with them? Council works on varous blogs. Help in SP strategies. And they developed “thinking circle” concept for ACAO, affinity groups. Need specificity in outputs. Maybe consider a retired membership tier, or re-instate a retired membership category?*

* + Handbook

*G. Thuswaldner – Discussion of book & chapters: Work on book is proceeding forward. Potential new chapters: Relationships with President, CFO, Deans, Faculty Senate Chair (part of shared governance). Looking for volunteers.*

*B. Ingram to write preface. G. Thuswaldner to write introduction. Additional thought for the book “Legacy of the Provost”, joy in the success of others. Planning for the future. DEI will be infused within each chapter of the book AND a DEI chapter so that it is specifically addressed. Absence of a specific chapter would be conspicuous. Other thoughts, curriculum and tenure are also substantive areas. Book outline will be presented to Johns Hopkins University Press for potential approval to publish. Authors should be members of ACAO.*

*Potential to have fall semester to write chapters. Book takes about 1 yr to produce so potential release Spring of 2024.*

* + Blog

*P. Salkin – presented blog next steps. Should blogs be behind the firewall and available to everyone? Free to market to non-members for membership. Idea is the ACAO is a resource for provosts.*

*Ideas: make blog available for a short period of time, then put behind firewall. Or just put highest rated blogs on site & have to be a member to get to the rest. With potential traffic in mind, how many will actually open the blog? We should offer for Free. Board agrees we should open blogs for free.*

*Needed authors for blogs. Title for the blog: “The Chief Academic Officer” blog of ACAO.*

* + Other

*No new business.*

* 2:00 – 3:00pm – Goal setting & top priorities for the next 24-36 months – Gail Baker

*Goal: Double institutional membership in two years )2024)*

*Plan: First year free to new provosts*

*Add vice & associate provosts to database of existing members*

*Get blog out ASAP*

*Measurements: # of institutions & level of engagement metrics*

*Membership Committee recommendations*

*Goal: Communications Strategy (2023) – how to reach out & to whom? Goal is creating a communications strategy within the next year to how we push ourselves out to the universe. 1 yr goal. (New provost congratulations letter offering a free 1 yr membership). Membership committee to flesh out value for the free membership*

*Update website*

*Goal: Understanding/clarifying relationship with ACE. (2023)*

*Conference sessions @ ACE*

*Better leverage ACE’s resources for provosts*

*Connect with key influencers of ACE*

*Goal: Partnerships (2023)*

*Grants- increase in number and/or $$$*

*Increase support from outside influencers (businesses, suppliers, foundations)*

*Goal: Provost Handbook (2023)*

*Use as a marketing tool, take to conferences, etc for ACAO recognition*

*Goal: Advisory Council relationship (2023) How to best leverage incredible expertise.*

*Mentoring program via the Council. How: Teaming up new provosts with retired provosts or current provosts. Include in new provost letter – offer service of mentorship*

*Gail will write up goals with rationale behind them*

* 3:00pm - Adjourn

**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)

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

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Dial by your location

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+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 |
| 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 |
| 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 | Handbook Task Force | Whitworth University | 2025 |
| Laura Niesen de Abruna | PI: Digital Fellows Project/DLC Chair  Innovation & 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 |
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\*BJ Reed, Innovation & Strategy Committee Member: Advisory Council rep

\*Michael Gealt, Professional Development: Advisory Council rep