**ACAO Board of Directors Meeting Minutes**



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

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

1. Review and approve Board Minutes August 3, 2022 – B. Ingram Call for discussion/updates

[August Board Minutes here](https://docs.google.com/document/d/1z-EhI0vYZ-fPTgomvbrZN_uhrL8B20t4/edit#heading=h.gjdgxs) – Vote for approval

*Motion to approve, no discussion: Minutes approved by consensus*

1. Strategic Plan, Mission, Vision, Value Statement – L. Werth

Document from Gayle

 Recap: Strategic Plan Document

<https://docs.google.com/spreadsheets/d/1SkaQ4mRN-U-uTTb8Q2NWhHDTz2AKz59G8ccc8wORcE8/edit?usp=sharing>

 SWOT recap:

<https://drive.google.com/file/d/1FySPnF3A-zGPWAa_FAT6O0eVluU_1KS5/view>

*B. Ingram working on creating narrative for the Strategic Plan. Need to spend some time vetting the documents approve the strategic plan, then send out to the membership.*

*Asked for comments on the goals.*

*L. Werth question if clarifying relationship with ACE is strategic or clerical? Operational or strategic goal.*

*L. de Abruna - But the relationship is essential and therefore this goal is important. Need to continue to leverage our relationship with ACE.*

*Change language to “solidify” relationship and is a priority for ACAO.*

*B. Ingram – reinvigorate the ACE relationship using the new strategic plan as a springboard. Could be a way to begin a conversation with ACE. Board agrees.*

*L. de Abruna gave brief history of ACE/ACAO relationship. Need to strengthen relationship.*

*G. Thuswaldner – possible to have pre-conference workshop for CAOs at ACE meeting? We have done that in the past. Could propose to ACE and see if accepted.*

*L de Abruna – identifying value of ACAO to members. Making the case of value add. Why be a member of ACAO? Put under “double ACAO membership” as part of the strategy behind doubling membership.*

*G. Thuswaldner – other items we could offer the membership discussed in June meeting.*

*P. Nwosu – add under #5 Membership Committee initiative*

*B. Ingram will pull two documents together & start narrative. In google drive for edits. Oct meeting, we will discuss.*

*P. Stinson – use SWOT analysis for value statements*

*Suggestion: L. Werth – relook at the SP and make comments in the ACAO google drive.*

*ACAO Google drive link:*

[*https://drive.google.com/drive/folders/1yIJt\_YVUUeAva\_ZZp4wO8Q8mQgCij53v?usp=sharing*](https://drive.google.com/drive/folders/1yIJt_YVUUeAva_ZZp4wO8Q8mQgCij53v?usp=sharing)

1. New website design and updated logo – B. Ingram
	* <https://memberclicks.com/portfolio/>
	* Request for funding
		1. Website: Upfront fee $750
		2. Potential additional costs to re-align structure
		3. Logo: $500 estimate for update (may be more).
* Request for web task force – C. St. Germain

*Selected “Carmel” design. Anticipated costs $2000 for website and $500 for updated logo.*

*Motion to approve expenditure: Nwosu motions, Stinson seconds, no discussion. All in favor. Motion passes*

*Task force for the website: P. Nwosu, G. Thuswaldner, C. St Germain*

*Timeline: Expected to complete by beginning by 1st quarter for a launch of new site. Content will be most important, especially NEW content.*

1. Job Board

*Need the new logo for the job board to “look” better. Vice Provost, Assoc Provost, Associate Deans (those looking to advance to a provost).*

*Non-members can post for a fee. Anyone can view open positions.*

*Campaign will begin when we have multiple, 20-30, postings.*

*Think about offering job postings for free to get noticed.*

1. Committee Reports & Updates
* Finance Committee – L. Werth

 [July Financials Here](https://docs.google.com/spreadsheets/d/13h5GrECNI_xCnGMMVVUIEgphfq_dW_ZC/edit#gid=1769220213)

 [2021 990 Filing Here](https://drive.google.com/file/d/1eXWCEUpoTAqw4fd4AY3kKvqFflLG3KA1/view)

*Budget is good.*

* Membership Committee – M. Quillen

\*\*Objectives to achieve 100% increase in membership by 2024

Introduce co-chair

*K. Carman has agreed to co-chair membership committee.*

* Digital Learning – L. de Abruna

*DF Account has about $9k to spend for conference presentation & support. Must be about digital learning.*

* Professional Development – J. Gonzales

*J. Gonzales reported on 9/1 committee meeting. Plenty of topics for future webinars/town halls. Looking at 4th Tuesday of Sept for a TH. Engagement and breakouts within the town hall.*

*Member survey – ProD – last time was pre-covid. General survey prior to that.*

*Looking for non-ACAO institutions for panel members as a way to beef up membership.*

* 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)

*John Hopkins is giving a go ahead to write the book. Confident that Hopkins will pursue printing this book.*

*Manuscript by Jun 1, 2023. Hope to have book published in spring 2024.*

* Blog – P. Salkin

Work with Advisory Council

*The Chief Academic Officer*

*Could board commit to writing short blog posts to be ready for release & we have blogs for next 3 months.*

*Frequency: every week or every other week.*

*Past town hall webinars, write a summary with a link.*

*News articles to comment on with a link back to the article.*

*Asked for first 8-10 commitments.*

*Advisory Council will help reading the blogs to post.*

*ACE blog entries that were. Never published, we can use*

* Advisory Council – A. Mason

*B Ingram talked with A Mason. Discussed ways to have a closer integration with the Advisory Council & ACAO board.*

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)

 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

+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 andBylaws 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 | SecretaryInnovation & 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 CommitteeInnovation & 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 ChairInnovation & Strategy | Dominican University of Chicago | 2025 |
| Kevin Carman | Professional DevelopmentCo-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