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**ACAO Board of Directors Meeting Minutes**

**August 2, 2023, 12:00 – 1:00 pm**  
https://us02web.zoom.us/j/82529646331?pwd=YXFnWEwvOU5DQVAvWHY1aGMrYjcvUT09

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

Welcome & Announcements – ~~C. St Germain~~ D. Murner

**Vote to Accept** [**June 7, 2023, Board minutes.**](https://docs.google.com/document/d/1hUNnu0zhkBzm1VvrWu23o6onjkTBC2GX/edit)

*Minutes approved by consensus.*

Educause participation & collaboration- update L. de Abruna: *L de Abruna update on Educause participation.*

*Amy, Gail, Servet & Michael – all attending Educause*

*Michael Carr, Maria Woodside Oriakhi, Pam Stinson – volunteered to attend.*

*Purpose: to introduce CAOs to Educause. Opportunity to work with your CIO to work on instruction-based uses of technology. BMGF looking at AI now. L. de Abruna will confer with J. O’Brien to see if he would like to meet us. Reimbursement info sent this am. Expedited reimbursements would be appreciated.*

ACE 2024 collaboration & update – ~~C. St Germain~~ D. Murner

*St. Germain & Murner talked to ACE. 1. MOU - rework on deliverables within the MOU. Not sure there is a clear path for the ancillary groups to ACE (NADOHE, International groups, ACAO, etc). Expecting at the Presidential Summit in March to work out the details of relationships.*

*We still need to decide what to do with our own Members Business Meeting this spring for an in-person. Need to go where the bulk of CAOs would go, or we do a virtual spring meeting.*

Increasing organizational relationships

Next steps – *Who should we collaborate with? Other orgs that we may align with? Ex. Board chairs of orgs where they may intersect with our Town Hall topics – DEI – NADOHE. Who else can we plug in with? Faculty member for Harvard IEM to help get the word out? AAUA – University Administrators (J. Gonzales will be on their board & will look at maybe some synergies).*

Committee Reports

*Professional Development Committee – J. Gonzales*

*Committee met in June and have established Town Hall dates (save the dates) for the year. D. Murner will send out Save the Dates to the community. Topics are being narrowed down for the Town Hall. What other things can we offer, affinity groups or special topics? Purpose: to have higher engagement. P. Salkin volunteered to help with mergers & acquisitions.*

*Community Engagement & Outreach Committee – L. de Abruna – No additional report.*

*Membership Committee: M. Quillen: Renewals are ongoing. Need to work with membership on the goals.*

Financial Reports

[**June 2023 Financials**](https://docs.google.com/spreadsheets/d/1YPkOR9-mVxxvhv_7qo9Jp2PzVXCGTOA3/edit#gid=1791722387)

*June financials look good, in the black & according to plan.*

*P. Stinson has agreed to be Pres-Elect.*

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)

*Handbook is on schedule. Submitting manuscript beginning of Sept.*

Blog - P. Salkin

*Need blogs submitted:*

*Servet: August or September*

*Amy – August*

*April – committed to work with Advisory Council*

*Pam S. – will consider on DEI initiatives – The power of discomfort in education.*

*Maria – will consider – how to balance tradition with innovation.*

*Lots of ideas discussed to stir interest in writing a blog.*

*D. Murner asked for a commitment to write blogs.*

Advisory Council – A. Mason

1. *Mason is retiring as chair but will remain on the Council. M. Gealt will take over as chair in September and will be at our next board meeting.*
2. *New Members; Beth Ingram*
3. *Membership Committee – Value proposition for ACAO to send to CHEA and HERS to let them know about ACAO. If there are other places to send this please let April know.*

**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

**REMINDER: BOD Meetings are now bi-monthly. Next meeting October 4, 2023**

**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)

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