

**ACAO Board of Directors Meeting MINUTES**

**October 2nd, 2024 1:30 pm – 2:30 pm**  
<https://us02web.zoom.us/j/82529646331?pwd=YXFnWEwvOU5DQVAvWHY1aGMrYjcvUT09>

| **Name** | **Attended** | **Name** | **Attended** |
| --- | --- | --- | --- |
| Michael Carr | YES | Michael Quillen | YES |
| Laura de Abruna | YES | Amy Rell | NO |
| Mike Gealt (non-voting) | YES | Patricia Salkin | NO |
| Junius Gonzales | YES | Tanya Smith Brice | NO |
| Krissy Greenleaf (non-voting) | YES |  |  |
| Ying Iverson | YES | Jamie Winebrake | YES |
| Mignon Jacobs | NO | Maria Woodside-Oriakhi | NO |
| Sophia Maggelakis | YES | Servet Yatin | YES |
| Robyn Parker | NO | Gregor Thuswaldner (non-voting) | YES |

* Welcome & Announcements – M. Carr
  + Narketta Sparkman-Key has stepped down from the board
* [**September Board Minutes**](https://docs.google.com/document/d/1rqtKFxUblid_8KzlUuggtr56ZmruVN60/edit?usp=share_link&ouid=116874921390071707661&rtpof=true&sd=true). **Vote to approve. Motion brought forward and seconded. All in favor.**
* Financial Reports - S. Yatin

[**August Financials**](https://docs.google.com/spreadsheets/d/1Xv5LpjIbJv8ElACxdhZNVJAJZFm7szWy/edit?usp=share_link&ouid=116874921390071707661&rtpof=true&sd=true) **Vote to approve. Motion brought forward and seconded. All in favor.**

* State of the Association – M. Carr & K. Greenleaf
  + - Partnerships / Sponsorships - *Board approves moving forward with the sponsorship program*
      * Click [HERE](https://docs.google.com/spreadsheets/d/1hOxoKiLEeKGGr2exBKDDPvL8DbIsJKn2fKzlSv9fTd8/edit?usp=sharing) to access ACAO Potential Partnerships spreadsheet
      * Click [HERE](https://docs.google.com/document/d/16HNoFOC0BLCLZaYkH1m4-DxtSo8hSHVIhIW2NMhIW_I/edit?usp=share_link) to view suggested sponsorship levels
    - Committee assignments
      * Community Engagement and Outreach was merged with Digital Learning
        + Keeps us engaged with Gates Foundation
        + Laura recommends that we remain engaged in Every Learner Everywhere (ELE), since we are considered one of the original creators of this program. We are allowed to have 2 people. Laura would like to have a partner.
        + Using technology to help student success
        + 32 institutions went through training
        + In 2016, a $1M+ grant was received. The bank account was closed in early 2024, as the money had been used. Laura has remained being our POC for this program.
        + Laura will write a refreshed description of the committee
        + We need some kind of connection between ACAO and ELE
      * Digital Learning & Innovation / Community Engagement merge
    - AAUA Conference Sponsorship
      * Swag, printing, F&B
      * Programming
      * Attending?
    - Individual Memberships
    - ACAO Podcast / Provost Handbook
      * The book title has been updated to “The Chief Academic Officer’s Handbook: A Provost’s Guide to Visionary Leadership”
      * Podcast kicked off a few weeks ago. 20 lined up.
* Committee Updates
  + Professional Development - J. Gonzales
    - Help with 1 Town Hall and 2 Coffee Chats this semester
      * Self Care
      * AI Part 2
    - LinkedIn Group
  + Membership & Communications - M. Quillen
    - Recruitment for post-calendar year memberships
    - Pending and lapsed member outreach
  + Advisory Council - M. Gealt
    - Adding AC members to the different committees
    - Updating description for Advisory Council

**Board Resources**

[**ACAO Board of Directors Oath**](https://drive.google.com/file/d/16bjB0iPb30qW2hCd2DbLdbucc8yMtWLr/view)

**2024 / 2025 Conferences - Click** [**HERE**](https://docs.google.com/spreadsheets/d/1omccNy1BBvi_GHEcY8a-4oo46NRouHienli4UM5GFPk/edit?usp=sharing) **to enter conferences**

[**Committee Descriptions 2024**](https://docs.google.com/document/d/1uNPdsiddebDPItoHsDDigwWhtRwoMIgl/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

**ACAO is inviting you to a scheduled Zoom meeting.**

Topic: ACAO Board of Directors Monthly Meetings

Time: Feb 7, 2024 01:30 PM Eastern Time (US and Canada)

Every month on the First Wed, until Dec 4, 2024, 11 occurrence(s)

Mar 6, 2024 01:30 PM

Apr 3, 2024 01:30 PM

May 1, 2024 01:30 PM

Jun 5, 2024 01:30 PM

Jul 3, 2024 01:30 PM

Aug 7, 2024 01:30 PM

Sep 4, 2024 01:30 PM

Oct 2, 2024 01:30 PM

Nov 6, 2024 01:30 PM

Dec 4, 2024 01:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82529646331?pwd=YXFnWEwvOU5DQVAvWHY1aGMrYjcvUT09>

Meeting ID: 825 2964 6331

Passcode: 340701

One tap mobile

+16469313860,,82529646331#,,,,\*340701# US

+13017158592,,82529646331#,,,,\*340701# US (Washington DC)

Find your local number: https://us02web.zoom.us/u/kbSHuLXsJS

**2024 / 2025 Board of Directors: Assigned Committees & Roles**

| Executive Committee | **Director** | **Role/Committee** | **Institution** | **Term Ending** |
| --- | --- | --- | --- | --- |
| Michael Carr | Interim President | North Park University | 2026 |
| Servet Yatin | Interim Treasurer  Membership Committee Community Engagement & Outreach / Digital Learning | Quincy College | 2026 |
|  | Patricia Salkin | Interim Secretary  Membership Committee & Blog Series Coordinator | Touro College | 2026 |
|  | Laura Niesen de Abruna | Community Engagement & Outreach | Metropolitan State University of Denver | 2025 |
| Mike Gealt | Chair: Advisory Council; Ex Officio member of the board: Membership Cmte |  | n/a |
| Junius Gonzales | Chair: Professional Development | Montclair State University | 2026 |
| Krissy Greenleaf | Executive Director | AMC Source | n/a |
| Ying Iverson | Community Engagement & Outreach / Digital Learning | Westcliff University | 2027 |
| Mignon Jacobs |  | Virginia Union University | 2027 |
| Sophia Maggelakis | Community Engagement & Outreach / Digital Learning | Wentworth Inst. Of Technology | 2026 |
| Robyn Parker | Professional Development | Saybrook University | 2026 |
| Michael Quillen | Chair: Membership Committee | Rowan-Cabarrus Community College | 2025 |
| Amy Rell | Professional Development | College for Financial Planning | 2026 |
| Tanya Smith Brice |  | Saint Martin’s University | 2027 |
| James Winebrake | Professional Development | University of North Carolina Wilmington | 2024 |
| Maria Woodside-Oriakhi | Membership Committee | University of the Bahamas | 2025 |