**ACAO Board of Directors Meeting** **Minutes**



**April 7, 2021:** <https://us02web.zoom.us/j/89344611318?pwd=RndoT3RlN1lnMmxGZCtnalp4NUVDZz09>

2-3 PM (Eastern)

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

1. Review and approval of Board Meeting minutes – G. Baker - Call for discussion/updates.

[**March Board Minutes here**](https://docs.google.com/document/d/1j6M4V1BiP6AYkRK58UDv3ObXi7iqyEQM/edit)

*G. Baker called for discussion, hearing none. M. Quillen motioned, B. Ingram 2nd. Motion approved.*

1. ACAO Business Meeting – date moved to April 20, @ 11am ET. *(Correction on time: 1-2pm ET)*

Business mtg 15 mins; ProD session 45 mins

Suggested topics for professional development session: DEI or moderated discussion on the business of ACAO, what brings value and what doesn’t. How does ACAO bring value to the role of the Provost?

*Election results and introductions; hand over to G. Baker, thank you to exiting board director. Members vote to affirm election*

*Finance Overview*

*Membership Committee update*

*State of the Association – 11 town halls since March 2020 reaching over 275 CAOs…all FREE*

*Professional Dev Sessions for Members’ Meeting. C. Johnson & L. Werth will reinstate round table ideas from last yrs meeting. Break-out into zoom rooms.*

* + - 1. *Value of ACAO brainstorm*
      2. *DEI*
      3. *Additional ideas from table topics*
      4. *What keeps you awake?*

*L. Werth & C. Johnson will bring forth potential topics, possibly 6 topics total with the Value of ACAO as a topic – Ask for board to help moderate each zoom break out. C. St Germain volunteered*

*Minutes: Discussion of breakouts. Meeting will be similar to last year with 3 breakouts. Gayle/Mary will ask the members to use the chat feature to send ideas on the value of ACAO: “What keeps you awake at night” to prompt what ACAO can maybe do in the future.*

*The three professional development sessions are:*

*Diversity, Equity & Inclusion: A Priority for Higher Education*

*Transformational Leadership: Serving, Leading & Following*

*Hyflex, Hybrid and F2F: Returning to Campus*

1. Committee Updates
   * Digital Learning Cmte – L. de Abruna – Update

*Minutes: Laura is working with ELE for a webinar (see below ProD)*

* + Professional Development – S. Newman*.*

**May 2021**– Leveraging Technology to Better Serve Historically Marginalized Populations (facilitators TBD)

*Minutes: S. Newman: Maybe engage ELE for this webinar/Town Hall. Connie & Laura had further conversation with ELE. Laura & Connie will moderate a panel with:*

*Kristen Fox: Tyton Partners*

*Barbara Means: Digital Promise*

*This is more than a typical Town Hall. Co- market with ELE for a wider audience. Part of a commitment with ELE with ACAO. Could be a big draw for this event. Timeframe is May. Proposed May 11 and May 18 11am ET. Laura de Abruna will bring forward to Tyton & Digital Promise.*

*If not a Town Hall, what do we call it and can we co- market with Tyton and Digital Promise. Scott will confer with Laura.*

**Fall 2021** – CAO Relationship Dynamics (facilitators TBD)

*Minutes: Non-academic peers on the panel for a different point of view.*

**Fall 2021** – Leading Institutional Change: The Academic Leader’s Toolkit (L. Niesen de Abruna, P. Nwosu and S. Newman)

*Minutes: This is a presentation from the ACE 2020 meeting (cancelled due to COVID) so topic is back on the agenda.*

**Potential Future Session Topics**

* Higher Education Accreditation

*Still resonates with professional development. Emerging market-place and what will it look like? Maybe have an outside expert present on the panel.*

* Higher Education Collaboratives

*Work with Advisory Council. Coordinate blog with a Town Hall. Working with other institutions delivering programs & services more efficiently than alone.*

*April Mason – Advisory Council is very appreciative of working with the ProD committee. Town Hall – Blog concept is good*

**ACAO Business Meeting Activity**

* Innovation & Strategies – *No update. Executive Committee will have further discussion at next meeting.*
* Membership – G. Ochoa

*Minutes: Membership has not met yet, no update*

* Advisory Council – A. Mason

*Minutes: Mason – Lost a member, Risa Palm. Council continues to work together.*

* Nominating Committee – K. Johnson, M. Boyd, G. Baker, B. Ingram, M. Evans

2021 NEW Board Directors

* + 1. James Winebrake
    2. Susan Kruml
    3. Ellen Granberg

Appointed to fill the unexpired term of M. Evans

* + 1. Mark Ginsberg

*Minutes: Kathy Johnson updated board on election results. And we will need to appoint a new secretary to the Executive Committee.*

*May’s board meeting will include the new board directors.*

*Everyone thanked Kathy for her service and leadership for ACAO. This is her last board meeting.*

1. Our next regularly scheduled board meeting is May 5, 2021 @ 2pm ET

**Board Resources**

[ACE MOU Here](https://drive.google.com/file/d/1uJ7bYW5s6v7bOD8Al6hwdUBaJBLCXT1V/view)

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

**ACAO 2021 ZOOM CREDENTIALS. USE THIS URL FOR ALL MEETING**

Time: April 7, 2021 02:00 PM Eastern Time (US and Canada)

Every month on the First Wed, until Dec 1, 2021, 11 occurrence(s)

May 5, 2021 02:00 PM

Jun 2, 2021 02:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89344611318?pwd=RndoT3RlN1lnMmxGZCtnalp4NUVDZz09>

Meeting ID: 893 4461 1318

Passcode: 891884

One tap mobile +13017158592,,89344611318#,,,,\*891884# US (Washington D.C) +13126266799,,89344611318#,,,,\*891884# US (Chicago)

**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 |
|  | Michael Evans | Secretary & Finance Cmte | SNHU | 2023 |
|  | Doreen Murner | Executive Director | ACAO | 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 | West Virginia University Potomac State College | 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 |
| TBD | Innovation & Strategies | TBD | 2022 |
| Michael Quillen | Membership Committee | Rowan-Cabarrus Community College | 2022 |
| Heather Coltman | Finance Committee | James Madison University | 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 |
| April Mason | Chair: Advisory Council (ex officio): Ex Officio: Membership & Communications Cmte |  |  |
|  |  |  |  |
|  |  |  |  |

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

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

\*Michael Gealt, Professional Development Member: Ex officio Advisory Council rep