**ACAO Board of Directors Meeting Minutes**



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

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

1. Review and approve Board Minutes October 5**,** 2022 – B. Ingram Call for discussion/updates

[October Board Minutes here](https://docs.google.com/document/d/1Q8WI4t8e2y1qfC8h_9dCc9RXZmyOXTUj/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true) – **Vote for approval**

*No discussion or changes. Minutes approved by consensus.*

1. Strategic Plan – B. Ingram
   * Strategic Framework narrative review and finalization
   * [*https://docs.google.com/document/d/1--myNZWemdGeRU3e\_xv5yb9Y5QIOt7-R/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true*](https://docs.google.com/document/d/1--myNZWemdGeRU3e_xv5yb9Y5QIOt7-R/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

*B. Ingram will look at the Advisory Council’s recommendations. Other comments – what is the difference between mission & vision statements? Are they essentially the same?*

*L. de Abruna mission statement: ACAO is the voice of CAOs throughout higher education is the US.*

*G. Thuswaldner – mission stmt should include how we advance the community. Maybe vision stmt is unnecessary. Vision – aspire to become the premier professional organization for CAOs.*

*Strategic Plan will be seen on the website & new member communique. Two versions, one is operational the other is for publication.*

*Tactics & objectives are somewhat combined at this point. Tactics and strategies evolve and can change. Review main goals every 2-3 yrs. Goals & mission/vision on the web site. Tactics & strategies not to be published.*

*Discussion around mission & vision statements. Minor corrections & duplications, etc. B. Ingram will update. Everyone please review in Google Doc & edit.*

1. Web and logo design updates – D. Murner
   * *D. Murner presented logo selected by the Logo Task Force. Board made a decision to take another look at the logo without the pillar concept and use only the logo with the lines. The color pallet will remain blue.*
2. ACE Relationship Update – B. Ingram
   * *Spoke with Gailda Davis and Kim Lee from ACE. Good conversation about moving forward to find collaborative opportunities. ACAO will continue to provide provost programming at the ACE annual conference. Two sessions have been submitted. ACE will continue to support the ACAO business breakfast at the conference. More details are needed for ACAO to collaborate with the Engage Platform & possibly share in revenue with ACE (leadership development).*
3. ACE Annual Conference Sessions – B. Ingram

[Session descriptions here](https://docs.google.com/document/d/1GvNROnquoss788OhUQvKw9yER4qosYM0/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

1. Committee Reports & Updates

* Finance Committee – L. Werth

[September Financials here](https://docs.google.com/spreadsheets/d/1j1YADS2lZNn1r6MSuWbO_RqVjQ-FF9xf/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

* Membership Committee – M. Quillen & K. Carman
  + *M. Quillen/K. Carman reported on the expanding the membership to deans. The committee decided to NOT add deans as members at this time.*
  + *Encourage members to bring a peer to events*
  + *Value add discussion will continue – what is our story & what are the benefits*

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* Digital Learning – L. de Abruna
  + *Nothing to report*
* Professional Development – J. Gonzales*.*
* 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)

*G. Thuswaldner reported book is moving forward.*

* Blog – P. Salkin – *No update*

Work with Advisory Council

* Advisory Council – A. Mason
  + *Strategic plan discussed in last 2 council meetings. Would like more accountability attached to the goals.*
  + *B. Ingram will meet with the Council on Nov 16th.*

*D. Murner reported job board has a paying customer.*

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)

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

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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 |
| 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 Committee  Innovation & 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 Chair  Innovation & Strategy | Dominican University of Chicago | 2025 |
| Kevin Carman | Professional Development  Co-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