**ACAO Board of Directors Meeting Minutes**



**October 5, 2022, 2:00pm – 3:00 pm ET**  
 <https://us02web.zoom.us/j/84259074588?pwd=R1J0VGNFM0l2Z3RGRmxUVWVCOVJzUT09>

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

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

[September Board Minutes here](https://docs.google.com/document/d/1woUc_m9FUKrP0mqlH4PLmcHNsN0RXVob/edit#heading=h.gjdgxs) – **Vote for approval**

*No discussion or changes. Minutes approved by consensus*

1. Strategic Plan – B. Ingram
   * Strategic Plan documents
   * [*https://drive.google.com/drive/u/4/folders/1yIJt\_YVUUeAva\_ZZp4wO8Q8mQgCij53v*](https://drive.google.com/drive/u/4/folders/1yIJt_YVUUeAva_ZZp4wO8Q8mQgCij53v)

*Document discussion. Advisory Council discussed the plan & is intending to continue to look at value proposition. What do you get for membership in ACAO? Want to spend time on this. Appreciative of including the Council.*

*Nwosu – Where will the SP reside? If on ACAO website do we want to include the SWOT? Might not be necessary & is a document for the board. Board agrees SP should reside on public facing web site without the SWOT analysis. And use SWOT for internal discussion. Also discussed was range of fees. Shoiuld be removed. All in agreement.. . Timeline of each goal also needs clarification for length of the SP and what do we do once completed.. SP will be a 2 yr plan & then up for review. Timeline removed.*

*Should ACE be noted as an upftont goal? Will be nested* under section 5.5, External partnerships. *Beth will update and place in google drive for review. Finalize at next board meeting.*

1. Web and logo design updates – D. Murner

*Murner noted approval to move forward was given last Thursday. Graphic designer has been identified and she is working on the update. Hope to have samples for the Committee by next week. Web updates will begin once the logo has been approved (the logo drives the color, look & feel of the website and is integral to the development of the site so all branding is consistent)*

1. Job Board – D. Murner

*Murner advised the Job Board is in a slight holding pattern until at least the logo has been updated (for same brand consistency). Board wants to move marketing forward sooner. Will market the job board to the members & ask for them to upload their job openings.*

1. Connections with other groups – B. Ingram

*ACE, Educause, Inside Higher Ed or the Chronicle, etc*

*ACE: New contact Gailda Davis will reach out to Beth for meeting.*

*Educause: J. O’Brien CEO Educause reached out to Beth to look at opportunities in involving academics more with Educause.*

1. Committee Reports & Updates

* Finance Committee – L. Werth

[August Financials Here](https://docs.google.com/spreadsheets/d/1j_6i2U239dnQ0tDRTZAsJ3D69Ryy_emC/edit#gid=1269900342)

Board approval of [12/31/2021 yr end 990](https://drive.google.com/file/d/1v1Lkl0eLfU-bHNbQFtuJJNi0Y4XwQDAs/view)

*Overall budget is good*

*Motion: de Abruna motioned to approve. Nwosu seconded. All in favor. Motion passes.*

* Membership Committee – M. Quillen & K. Carman

Member Value

Cost to join

*Committee is scheduled to mee 10/12.*

* Digital Learning – L. de Abruna

*Work with Educause on how to get CAOs more involved with Educause? Good opportunity for ACAO. Send ideas to L de Abruna*

*If anyone is interested in presenting / attending a conference on digital learning there is still money in the account for that.*

* Professional Development – J. Gonzales*.*

*Challenges: Need more volunteer support on committee to broaden participation. Should some of the topics be aligned with Provost Handbook chapters?*

*October 18th next TH. Facilitators: Junius Gonzales, Pam Stinson & Jamie Winebrake*

*Looking for higher engagement during the TH. Polling will be used at next town hall.*

*General member survey.*

*Topics discussed: NCAA; Institutional knowledge and how to incoming provosts get that knowledge and the upcoming election & impacts.*

*CAO/CFO relationship*

*CAO/CIO relationship*

*Communities of Practice Town Halls? No agenda, discuss topic of the day.*

*Next town hall: October 18 - New solutions from the pandemic.*

*Next TH December. Then 3 in the spring.*

*Considering lengthening the meeting to incorporate breakouts.*

*(ProD meeting minutes have long list of topics)*

*With set of established topics reach out to membership for help.*

* 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)

*Chapters assigned & looking good to date.*

*Chapters could also be repurposed into sessions.*

* Blog – P. Salkin

Work with Advisory Council

* Advisory Council – A. Mason

*Council wants to maintain engagement with board and strategic plan. Announced two new members, Tom Peterson & Martha Potvin. Discussing blog topics and will talk with Patty Salkin.*

*Will be deep diving into the SP with the Council and want Beth to attend a future Council meeting.*

*Beth: Call for Volunteers to get involved with committees.*

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)

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 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