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**ACAO Board of Directors Meeting Minutes**

**April 13, 2023, 12:00pm – 3:00 pm ET**  
 <https://us02web.zoom.us/j/84259074588?pwd=R1J0VGNFM0l2Z3RGRmxUVWVCOVJzUT09>

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

12:00 – 12:10 Working Lunch: Welcome & New Board Member introductions

*Board introductions for new board directors*

12:10 – 1:00 John O’Brien, President & CEO EDUCAUSE

*Several ideas noted to collaborate with EDUCAUSE –*

1. *Board liaisons with each others boards*
2. *Sessions / panels at EDUCAUSE Annual Meetings and/or other meetings*
3. *Joint videos / webinars / podcasts*
4. *Teaching & learning conference, co-locate with EDUCAUSE*
5. *Regional outreach efforts with CAOs*

1:00 – 1:05 Review and approve Board Minutes March 1**,** 2023 – B Ingram- Call for discussion/updates.

[March Board Minutes here](https://docs.google.com/document/d/1ku7na1OfOEdqm0Iq91HoAY5RCPmf-EnZ/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true) – **Vote for approval**

*Approved by consensus*

1:05 – 1:45 Review Strategic Plan, progress & outreach

*Membership Committee to re-convene this summer to reach goal of 100% increase in membership by 2025*

1:45 – 2:15 Committee Structure

***Motion: Remove Finance Committee & report to Treasurer @ Executive Committee mtgs***

*Motion – C. St Germain 2nd – S. Yatin – All in favor, motion passes*

*Membership Committee (stays as is). Membership to look at cost of dues.*

*Professional Development Committee (stays as is)*

*Digital Learning Committee (Innovation & Strategy Committee****)*** *Board agreed to change name to Community Engagement & Outreach Committee*

2:15 – 2:30 Members Business Meeting Agenda & Board Roles

Round table topics

*Board to take a seat at all tables & engage with members*

2:30 – 2:45 Provost Reception Board Roles

*Board members to thank sponsors & welcome potential members*

2:45 – 3:00 New Business

*Gailda Davis, ACE AVP and Executive Director for ACE Connect (Leadership Education & Outreach).*

*Collaborate on the future of higher education*

1. *Many presidents come from the CAO role*
2. *CAO roles are unique.*
3. *Secretariate members are the ACE target for outreach*
4. *Vision is transformational change*

*L. de Abruna will connect with AAC&U for potential to locate ACAO board meeting at their annual meeting*

*C. St Germain will talk with Exec Committee about a summer in person board meeting*

***Motion: Board meetings will move to every other month 12-1pm ET. Executive Committee meetings every other month in-between board meetings.***

*Motion – S. Yatin. 2nd G. Baker – All in favor – Motion passes*

***No May Board Meeting***

***Next meeting will be June 7th 12-1pm ET***

3:00 Adjourn

1. ACAO @ ACE Annual Conference – Schedule of Events
   * April 13th: ACAO BOD Meeting 12:00 – 3:00pm Marriott Marquis – Magnolia 2nd Floor
   * April 13th: ACAO Provosts Reception 5:00 – 7:00pm [The City Tap House](https://www.citytap.com/location/city-tap-house-penn-quarter/)

901 9th Street NW

Washington, DC 20001. 202-290-2252

\*\*Our Provost Reception is generously sponsored by Academic Search & EAB. Both have contributed $2500 each.

* + April 14th: ACAO Members Business Meeting – 7:30 – 9:00am Marriott Marquis -Capitol M4
  + April 14th: ACAO Session 10:15 – 11:00am [*At the Pleasure of the President*](https://docs.google.com/document/d/1n_9Pki-Xa5iv9-gL1FRmxPPc_uKAfRWL/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)Salon 12 & 13M2

901 9th Street NW

Washington, DC 20001

202-290-2252

**Additional Information (only if there is time)**

* Finance Committee

[February Financials here](https://docs.google.com/spreadsheets/d/1eEmwqSE6GYqYR_VXSrP1nDUPyWSC1UpF/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

[2023 Budget](https://docs.google.com/spreadsheets/d/1EuQtCZtCm1xXsD2kfvMDpdZP4fR6KAlv/edit?usp=sharing&ouid=113353414827299311759&rtpof=true&sd=true)

* Membership Committee
* Digital Learning
* Professional Development

Town Hall April 18, 2023 12-1pm ET

***Re-Imagining Academic Program Vitality: Prioritizing for a Strategic Portfolio***

* Provost Handbook

[*https://docs.google.com/document/d/1YP4pvHxrrw5Up11z5PUjWIsmTvsZyy0o/edit#heading=h.blszj0whc34p*](https://docs.google.com/document/d/1YP4pvHxrrw5Up11z5PUjWIsmTvsZyy0o/edit#heading=h.blszj0whc34p)

* Blog
* Advisory Council

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)

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

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+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 |
| 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 |
| Sophia Maggelakis |  | Wentworth Inst. Of Technology | 2026 |
| Servet Yatin |  | Quincy College | 2026 |
| Amy Rell |  | College for Financial Planning | 2026 |
| Robyn Parker |  | Saybrook University | 2026 |
| Sacha Kopp |  | Gonzaga University | 2026 |
| Michael Carr |  | 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