

ACAO Board of Directors Call  
712-775-7031  
access 254676

Monday, December 19, 2016

3:00 PM EDT

Presiding: Laura Niesen de Abruna

Present: B. J. Reed, Paul Starkey, Martha Potvin, April Mason, Barbara Lyman, Stephen Miles, Rick Miranda, Connie Johnson, and Kevin Carmen

Action Items:

- Approve the minutes from November 10, 2016

Martha motions, Paul seconds, motion passes

### **2017 Annual Meeting Programming**

B. J. indicated that he had initiated several discussions with Jim Sirianni regarding the status of possible speakers and panelists for the ACE Annual meeting. Jim indicated to B. J. in these discussions that other CAOs are needed to present on panels and asked that board members please send suggestions of speakers to him directly.

B. J. listed the names of the speakers who are being invited to serve as speakers and panelists.

The panels and proposed panelists are as follows:

1. Difficult Faculty/Constructive Debate: Wendy Raymond and Gail Hackett
2. Academic Leaders: Michael Sinkus
3. Faculty Roles in Recruitment/Retention: Angela Scott, Conchita Battle, Paul Chinowsky (Battle and Chinowsky are tentative).

B. J. explained that ACE has a strong hand in the development of the panels, and that ACE's President Molly Corbett Broad (with Jim's advice and council) makes the final decisions. B. J. noted that self-nominations for panelists are welcome. The ACAO panels will be held on

Sunday, March 12, 2017. The ACAO Board Meeting will be held on Sunday as well at 8:45 A.M.

Theresa will e-mail Jim Sirianni and get confirmation of the schedule of panels and sessions. We should have confirmation of the panels at the Winter Board Retreat.

### **Nomination Committee**

The slate of candidates for membership on the board will be presented for a vote at the business meeting in March. Martha Potvin shared the c.v. of LeGene Quesenberry, who is interested in being nominated as a board member. April Mason indicated that she has a slate of names to bring forward to the board for a vote at the March meeting. Theresa and April agreed to follow up later in the week to develop the slate for the March vote.

April asked for additional names to be put forward in March. Laura commented that the board should nominate colleagues and contacts and forward names to April. The board should keep in mind the need to maintain a balance between public and private institutions. April indicated that she will send out her current slate to the board, so that the board can determine where the needs are. She'll share this slate prior to the January meeting. Laura suggested sending a letter out to the membership to see who might be interested in serving as a member of the board. Theresa also agreed to review last year's list of members who indicated an interest in serving on the board. Theresa will provide this information to April during their follow-up conversation.

### **Membership Update**

Chaouki Abdallah was named acting president at University of New Mexico. He will remain on the board while he is in an interim status at UNM.

### **NADOHE**

NADOHE asked ACAO to consider participating in a joint webinar with NADOHE to discuss the effect that the new presidential administration in Washington will have on issues of diversity in higher education. It was agreed that Laura and B. J. would follow up with NADOHE to see if such a project were feasible and report back at the January 30 meeting.

### **Bill and Melinda Gates Foundation Grant**

Laura provided an overview of the ACAO Gates Digital Fellows grant. She had previously sent the board an executive summary of the grant that identified its purpose as two-fold:

- 1) Developing specific digital pedagogies to help students retain and persist to graduation. The focus of the grant will be on those students who are the “new majority,” which indicates students who are first generation, low income, or minority.
- 2) Offering CAOs training in how to incorporate these digital technologies into instruction in their institutions and providing the funding to facilitate a successful process of integration.

April Mason asked if there were any employees who would be hired to manage the grant, and how they would be hired and supervised. Laura explained that the Program Director and the Program Assistant will be hired and supervised by her on behalf of ACAO. She further explained that AMC Source will be the fiscal agent for the grant, and that a separate Wells Fargo account will be set up for Theresa Gibbon, Deborah Nolan, and Laura Niesen to manage the funds from the Gates Foundation. Laura indicated that she will have a conversation with AMC regarding operational details. Although York College is willing to handle the back office details, Laura would prefer that AMC Source function as the fiscal agent for the grant.

Connie Johnson volunteered to be on the subcommittee that will manage the grant with Laura. Laura asked that board members who are interested in serving on the committee contact her as soon as the grant is approved by the Foundation.

B. J. indicated he would like to see the full narrative of the grant. B. J. also assured the board that he will work with Laura to assure the smooth transition of the ACAO presidency in March.

### **Winter retreat agenda**

Workshop update – Connie Johnson reported that Melissa Balsan is working on the workshop content, and that there will likely be pre-workshop materials for the board to review. Connie said she would like to have the pre-workshop materials sent out two weeks prior to the retreat for

review and comment. April commented that some of the areas of focus that need to be clarified are: who are we, how do we use the website, and how do we continue to engage members in addition to asking for dues?

**Strategic Plan – Operationalization.** Laura reminded the board that this is a topic for the winter retreat.

Workshop presenter Melissa Balsan: \$500.00 honorarium – approved by the board without objection.

Motion to Adjourn – moved and seconded.