

**ACAO Board of Directors Meeting
July 1, 2016, ACE
One Dupont Circle, Washington DC**

Minutes

Attending: Laura Niesen De Abruna, April Mason, Martha Potvin, Rick Miranda, Roderick Nairn, Kevin Carman, BJ Reed, Paul Starkey, Michael Whelan, Carol Parker (substitute for Chaouki Abdallah)

ACAO Representative: Theresa Gibbon

Meeting Minutes

8:30 am - President de Abruna called the meeting to order.

Action: Approve the minutes from 05/19/2016 - Motion to approve moved and seconded. Laura mentioned that the edits to the By-Laws are now included in current version. Motion carries.

Action: Approve AMC Source agreement

Following Board discussion, it was determined that attorney review is necessary prior to signing the existing contract. A request for a brief extension will be sent to AMC. Additionally, the indemnification clause – page 6, paragraph 11, requires further review of ACAO's current insurance coverage.

Further discussion determined that a venue change, in the event arbitration is needed, be indicated within the contract.

The need to develop an in-house operational record keeping procedure needs to be developed that includes maintaining of drafts and edits of any pre-existing contracts.

Discussion of membership renewal dates – after determining that a universal July 1 annual membership renewal date would be beneficial for an association-wide membership renewal process that works in conjunction with the ACE/ACAO annual meeting registration time period, a 15 months for the price of 12 months' promotional membership fee was considered.

Action: Results from the Programming Ideas Poll – BJ Reed

BJ Reed explained the need to commit to topics and begin setting the panel speakers as soon as possible so that they can be approved by ACE contact Molly Broad.

President Niesen de Abruna suggested that the ongoing relationship with the Gates Foundation may lead to a pre-conference workshop event.

Discussion regarding the CAO workshops at the annual ACE meeting ensued. Operational issues v pragmatic issues were considered. These topics include:

Difficult Faculty: The Board considered the following:

- Whether a Case Study format might be most effective.
- Who might be a speaker on Best Practices.
- Unionized vs. non-unionized campuses.
- Methods, processes, and approaches in place to handle an issue when it comes to the CAO desk.
- Long Term concerns: organizational behavior & cultural behavior.
- Short Term concerns: How to give Provosts the tools needed to handle individual difficult faculty.

Suggested Speaker: Organizational change and what motivates people.

Enrollment Management – How to achieve the rich involvement of faculty in all aspects of the enrollment cycle: recruiting more diverse students, recruiting specific disciplinary areas of focus, recruiting high achieving students – (focus is determined by what the institution is grappling with at the time)

Also considered:

- Mentoring relationships.
- Undergraduate research.
- Approaching the K-12 student needs.

Should there be a faculty rewards component? If so, what sort of incentive is appropriate? Department rewards vs. individual faculty rewards.

Paul Starkey mentioned the National Resource Center for First Year Experience and Students in Transition at the University of South Carolina for the board to reference.

Development/Fundraising – Public v. Private – Determining role of the provost at these institutions. CAO development motivation (scholarships) vs. Dean motivation vs. President motivation (new buildings).

Discussion ensued regarding the need to organize a panel comprised of representatives from institutions who have succeeded in the clarification of the role of the CAO and advancement officers. Topics for the panel would include:

- Territorial issues.
- Tapping into the Provost's expertise in development; working as a coach for the Deans.
- Self-advocating to become more involved.

10:30am

ACUE presentation - Jonathan Gyurko, Penny MacCormack, and Geoff Decker

11:30am

Lunch: Served in the conference room.

12:30pm

Bill and Melinda Gates Project: - President Niesen de Abruna provided a brief overview of the project and the manner in which the Gates project wants to engage ACAO to provide leadership training to provosts to change the culture of institutions regarding the implementation of digital initiatives. These scalable initiatives would make general education classes more inexpensive and accessible (on and off campus) so that students can move through them quickly, allowing a more successful focus on major courses.

The Board responded with a desire to approach this project by broadening the discussion beyond digital delivery to aligning teaching to a more individualized learning styles. A possible tie to ACUE was discussed as well as noting that in general, faculty would be more receptive to the notion of adaptive learning technology than simply expediting on-line general education courses.

Action: A collection of ACAO members and ACAO Board members will attend a convening to meet with Gates representatives and hear their ideas in more detail and engage in conversation to help shape the ideas.

Action: July 8th - President Niesen de Abruna will speak further with the Gates Project team. Outcomes will be shared on the next ACAO board call.

Strategic Plan - April Mason reviews existing outline of strategy. President Niesen de Abruna proposed that the Board come to closure on this issue, post the existing plan to the website. BJ Reed suggested the Board review annually and adjust according to need.

Action: Kevin Carman, April Mason, Martha Potvin agree to create a more complete strategic draft.

Action: Outline of the current strategic draft will be brought to the August call for approval and placement on the website.

Action: Put the current list of ACAO members available via one click on the website.

Committee Reports:

Membership / New Members - Carol Parker - No report at this time

Communications - *Chair/New Members Report* Laura Niesen de Abruna

Laura provided an overview of the new Communications Committee:

- Connie Johnson – Communications Chair.
- Gail Simmons
- Mathew Lio-Troth

Discussion moves on to listserv determining the need to: Auto Subscribe members, market the listserv more aggressively, look at other organizations to see how their listservs work more successfully.

Discussion moves on to pre conference workshop

Action: Note to the members asking for preconference workshop idea.
Possible topic: compliance with Federal Financial Aid

Nominating – April Mason

Action: Send a list to the board of community college members.

Action: Members will send suggestions to April for board replacements with a focus on being more diverse and representing a broader geographical and institutional demographic.

2:00pm Governing Board presentation by AGB President Rick Legon. Mr. Legon facilitated a discussion on the relationship between the board and chief academic officers.

3:00pm The meeting adjourned at 3:00pm

Theresa L. Gibbon
Executive Director
July 5, 2016