

ACAO

Association of Chief Academic Officers

Minutes of the Annual General Business Meeting Held on March 9, 2014 at ACE Annual Meeting, San Diego, California

The meeting began at 8:05 a.m.

Opening remarks were made by Interim ACAO President Wendy Wilkins.

- She introduced members of the steering committee (Denise Battles, Dori Helms, April Mason, Steve Michael, and Carolyn Stefanco).
- Wendy outlined the need for ACAO. The bulk of ACE programming is directed at CEOs, leading the founding individuals to form an organization for the CAOs. Steering Committee member Dori Helms was acknowledged for having the original idea for ACAO. The need was quickly endorsed by CAOs. The planners approached ACE leadership (Gretchen Bataille and Diana Cordova) who embraced the concept. The Steering Committee members have worked with Jim Sirianni at ACE as a liaison for ACAO. Also acknowledged was Deborah Allen, staff member at ACE who couldn't be here today.
- It was noted that ACAO serves all types of institutions.

Comments by Interim Vice President Carolyn Stefanco re ACAO:

- Thanked by name those who agreed to serve on membership committee. Thanked other steering committee members.
- ACAO has 93 members: 8 individual, 2 association memberships, and 83 institutional (75 as charter members who paid the additional \$1000 to have that status).

Presentation by Interim Treasurer Steve Michael:

- He provided a financial overview
- 93 members as of March 5, 2014
- SAGE provided \$30,000 in seed money to work on the concept; all expenses of the 2013 meeting were charged to the SAGE fund.
- we have developed our own website... www.acao.org
- revenues include \$160,350 in membership fees with \$3,550 outstanding (totaling \$163,900)
- expenses include credit card fees (\$1,938), ACE Management (\$4,615) which includes the 5% charged by ACE to manage the funds although we're unsure of the basis for that calculation
- balance is \$157,347
- outstanding expenses include participation of Wilkins and Helms in the ACE Annual Meeting; Attorney 2nd incorporation; ACAO board gavel
- Steve intends to provide a full financial report and distribute to members by end of April

Wilkins noted that we are fully incorporated as a 501(c)3 and are awaiting the IRS' action on our submitted documents for full non-profit status

Wilkins introduced Morgan Wilson from ACE who is filling in today for Deborah Allen from ACE

Election of Inaugural ACAO Board of Directors (Wilkins)

- explained that only charter members are eligible to vote
- a perk of charter membership is being featured on our website and having a vote at this business meeting
- presented an uncontested slate of candidates (a copy of the ballot had been provided to attendees)
- Dori and Wendy are not eligible to serve as officers and so were well-positioned to assemble the ballot, all of whom have agreed to serve. The intent in future is to have more input into the assembling of candidates.
- nearly all of those who were on the ballot were present at the meeting and stood up to be acknowledged
- those who were on the slate (directors and officers) were then elected with a show of hands
- Wendy then handed over the gavel to newly elected President April Mason

April Mason:

- acknowledged the history of the launch of the organization, which included work such as establishing the bylaws
- acknowledged Wendy's role in this effort
- introduced the newly elected slate of officers, including Wendy as Past-President *ex officio* (noting that she has been encouraged to be the ACAO historian)
- noted the value in CAOs sharing info with one another and the value of having a place for CAOs
- adoption of bylaws was the next action.
- Steve Michaels' experience in establishing NADOHE was acknowledged as useful in developing organizational bylaws
- the draft bylaws were distributed and April urged that folks adopt them, knowing there is a provision for modifying them going forward if/as needed
- April noted the appropriate way to describe A.C.A.O. (not A-Cow!)
- the value of networking provided by ACAO was highlighted

Dori Helms was asked to discuss the listserv:

- She acknowledged Steve Michael's work to develop an excellent website
- May 1 is the listserv launch target date
- the listserv will be moderated, hosted by Clemson, with Dori to serve as moderator
- the listserv will provide the opportunity to pose a question of fellow ACAO members
- members can subscribe or unsubscribe to the listserv
- members won't have to have a separate password to use the listserv
- interim/acting Provosts will be eligible to use the listserv. However, we will not set up listserv to include Assoc. Provosts...if those individuals wish to use the listserv, they will need to route their communication through the Provost.
- noted the address of the listserv (get this from Dori)
- members with questions may direct them to her. She can be reached at drhelms@clemson.edu.
- we will archive the listserv questions and answers and make them word-searchable

- the listserv and the ACAO organization will allow us to network across institutional types
- possible uses of the listserv include: sharing of policies and procedures; discussing national trends and their consequences (MOOCs, alternative transcripts, etc.); surveying membership on topics for speakers at future meetings; soliciting speaker recommendations; asking members about possible topics for future ACE meetings; and polling membership about the slate of candidates and committee memberships
- it is not envisioned that the listserv will be a place for use by head-hunters, or to post jobs, although the BOD can discuss the pros and cons of such use.
- BJ Reed was interested in seeing some discussion on the topic of CAOs that have Student Affairs within their purview (many campuses are reorganizing to this model)
- the ACAO leadership hasn't yet decided placement of the listserv on the website
- Dori thanked the Steering Committee for its work
- Dori noted plans for ACAO growth, even internationally

April outlined the main purpose of ACAO...CAOs talking to other CAOs

- She acknowledged Steve Michael's work with the website and his work with GoDaddy on its launch
- she solicited suggestions for the website
- she then asked for a vote on the bylaws. The vote was moved and seconded, with no subsequent discussion
- there was unanimous endorsement of the bylaws

April noted the Annual Program committee's role in developing the programming for the ACE annual meeting

- she solicited topics for future meetings and noted the handout which asks folks to propose topics and solicits self-nominations for membership on committees
- she opened the floor to proposed topics for next year:
 - an idea inspired by AAC&U...pre-conference workshops on topics of interest, such as working with unions
 - international linkages that we need to attend to. How to operationalize those international agreements that our institutions enter into, how to make them effective
 - role of CAOs in internationalization; impact of MOOCs; energizing inactive faculty; given the push for cross-disciplinary activities, how to recognize faculty effort in this area when it comes to tenure and promotion
 - looking at how we award credit for prior service, competency-based credit
 - shared governance and what it really means when faculty say they own the curriculum
 - changing legal landscape, especially faculty and students
 - the unsustainable financial models (presumably for higher ed.)

April announced the call for committee participation. Committees are:

- annual program committee
- membership
- communications
- nominating
- we have had to cover all of the above functions with the steering committee and so we are encouraging others to join up

- Wendy noted that, on the website, the “contact us” opportunity directs messages to her. She noted that the opportunity for charter membership extends through March 15, 2014. We plan for the names of all charter institutions to appear on the website and to feature images of those campuses. Starting March 16, we will open up to non-charter institutional membership. The term will extend through the calendar year, and thereafter we’ll send reminders to campuses to re-up effective next January
- it was clarified that one must be a member to participate on an ACAO member (but not necessarily a charter member)
- an individual in attendance noted that the ACE Annual Meeting app has issues

April provided additional announcements:

- Claire Van Ummersen had asked that we announce an upcoming Sloan Foundation forum on workplace flexibility. It is noted in the printed program.
- newly elected BOD members were asked to remain in the room for photos. After the next panel, they were also asked to attend the BOD meeting.

April noted that she is honored to be the first President of ACAO

- she then acknowledged the Steering Committee members once again
- she thanked those in attendance for their interest
- she noted the luncheon for CAOs later today. CAOs were asked to please attend, whether or not officially registered for that event

The meeting was adjourned 9:00

Respectfully submitted by
Denise Battles,
Secretary, ACAO