



ACCREDITING COUNCIL FOR COLLEGIATE GRAPHIC COMMUNICATIONS, INC.

www.accgc.org

ACCGC Board of Directors Meeting Minutes

Sunday, September 25, 2016

Orlando, Florida during Graph Expo 2016

Orange County Convention Center, Room N320G

North Building, Level 3

1:30pm-4:00pm

The meeting was called to order at 1:24pm by President, Tom Schildgen.

Introductions and announcements were presented by Tom Schildgen and Erv Dennis.

Members in attendance were:

Thomas Schildgen -----	Arizona State University
Sid Chadwick -----	Chadwick Consulting
Ted Bensen -----	University of Wisconsin-Stout
Guy Broadhurst -----	Canon Solutions America
Judith Durham -----	GAERF
Jennifer Groves -----	Chowan University
Hans Kellogg -----	Ball State University
Bettylyn Krafft -----	Krafft Printing Systems
John Leininger -----	Clemson University
Kenneth Macro -----	California Polytechnic State University
Thomas McTernan -----	Heidelberg USA
Richard Vann -----	PostMark, Inc.
Mark Rzeznik -----	Waukesha County Technical College
Jerry Waite -----	University of Houston
Barry Wilson -----	Pittsburg State University
Daniel Wilson -----	Illinois State University
James Workman -----	PIA
Ervin Dennis -----	ACCGC

President Tom Schildgen welcomed Judith Durham to the board. She is fulfilling the un-expired term of Eileen Cassidy.

Not in attendance:

David Barabas -----	University of Central Missouri
Gary Hinkle -----	Illinois Central College (retired)
Patrick Klarecki -----	Ferris State University
Debra Payne -----	Eastman Kodak Company
Larry Warter -----	Warter Colors

Visitors in attendance were:

Frank Romano -----	Rochester Institute of Technology (retired)
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Tom Schildgen acknowledged Frank Romano for his efforts in helping to organize and develop ACCGC back in the 1990's.

The 2015 Annual Board Meeting minutes were approved.

Modifications to the Agenda as proposed by Jerry Waite

1st Jerry Waite; 2nd Betty Krafft • motion carried

Minutes accepted: 1st D. Wilson; 2nd Guy Broadhurst

Presentation: Anna Dane, HR Director Southeast Canon • “Talent Acquisition”

Discussion: How Can Canon Partner with Schools?

- 75% of Canon's Workforce will be Millennium Generation.
- Internships are integral.
- Canon hires interns from Clemson University.
- Accreditation assessments that ACCGC does provides considerable exposure to students for industry awareness.
- “We need younger people in our industry” – commented by Guy Broadhurst.
- Contact Anna to expand internship opportunities.
- Help bring in other schools to consider the accreditation process.
- Have Anna visit each of the ACCGC accredited schools for awareness.
- Get a regional contact from Canon to visit and recruit on campuses.

Awards of Program Accreditations

- Cal Poly State University Broadhurst/Kellogg to Ken Macro (Cal Poly)
Jerry Waite 1st; Dan Wilson 2nd; Motion Carried and Approved
- University of Houston B. Wilson to Jerry Waite (University of Houston)
Jennifer Groves 1st; Broadhurst 2nd; Motion Carried and Approved
- Arizona State University D. Wilson to Tom Schildgen (Arizona State
University); Jerry Waite 1st; Kellogg 2nd; Motion Carried and Approved

Discussion: Erv acknowledged the amount of work that goes into the preparation for accreditation, most notably the self-study by the program coordinator and the site-team visitation report by the team members. He passed the reports from the three schools around to be reviewed.

Recognitions and Awards

Recognition of Sustaining Corporate Affiliates: President Tom Schildgen reviewed the fact that there are now 13 ACCGC Sustaining Associates – six at the Silver level, seven at the Gold level, and none at the Platinum level.

Recognition of Outgoing Board Members ----- Schildgen & Dennis

Presentation of appreciation gifts (Clock-Plaque) to:

* Ted Bensen, University of Wisconsin Stout, 12 years on the Board.

* Greg McFadden, Quad Graphics Direct Marketing, 3 years on the Board (not in attendance) Erv will send clock-plaque via postal mail.

* Lawrence Warter, Warter Colors, 12 years on the Board. (not in attendance) Erv will send clock-plaque via postal mail.

* Daniel Wilson, Illinois State University. 13 years on the Board. Note: Dan agreed to remain the ACCGC Webmaster

* Discussion: Recognition of Erv Dennis for all he has done and does currently for ACCGC.

Recognition of Board Service as an Officer/Executive Committee

Resolutions – presented by ACCGC president, Tom Schildgen:

- Dan Wilson as chair of the Accreditation Committee for many years.
- Guy Broadhurst as vice-president of ACCGC for two years.

Accrediting Status and Progress

Georgia Southern University: Dan Wilson reported that Robert Farber, Chair, Department of Art, confirmed that Georgia Southern University is in a teach-out and is phasing the graphic communications program. No reasons were given.

New York City College of Technology: Erv Dennis reported that NYCCT should have applied for re-accreditation but they have delayed because of administrative changes. Mary Ann Biehl (Chair) has asked for and was granted a one-year extension but plans to go forward with Accreditation efforts.

Rock Valley College: Erv Dennis reported that they made application for a re-accreditation review. A visitation team will be called forthcoming.

Western Illinois University: Erv Dennis reported that he is hopeful that they will make an application for a re-accreditation review, there has been a slight delay due to budget restrictions. Erv will remain in contact with the department chair, Dr. C. Ray Diez.

Officer Reports

President's Report
Report/Actions

Schildgen

- Sent collateral and marketing information to schools.
- Communicated to community colleges about ACCGC.
- Contacted CHEA about the possibility (opportunity) to get ACCGC accredited by CHEA. Will receive the guidelines by CHEA in mid-2017. Worked closely with Dan Wilson to put together adhoc team to move forward with this task.

Vice President's Report ----- Broadhurst
Formal report submitted by Broadhurst (see secretary's file)

Treasurer's Report

Hinkle (Dennis)

Gary Hinkle was unable to attend meeting, but report was submitted; placed in secretary's file.

- ACCGC is financially positive going into 2017
- A few years ago, then treasurer, Patrick Klarecki, stated that once we reach 10 accredited programs/institutions we will "break even"

financially. We are now exceeding 13 which puts ACCGC in a positive light.

- Question: (Waite) Hotel bills for visitation team are paid by hosting institution? Answer: in some cases, yes.
- Question: Why do we not require all expenses to be covered by hosting institution? Answer: application fees are to cover some of these expenses, but hosting institutions often cover some or all of them.

Secretary's Report ----- Payne (absent)

Managing Director's Report ----- Dennis
Official report placed in Secretary's folder. Listing of accredited programs and one in process also placed in folder.

Standing and adhoc Committee Reports

Accreditation: – Daniel Wilson - Three site-visitations teams were assembled and they visited programs this past academic year.

Appeals: Guy Broadhurst - No appeals were filed this past operational year.

Executive: Tom Schildgen - ACCGC appears to be functioning very well.

Nominating/Elections: Barry Wilson –

Tom Schildgen will continue his 2nd year as ACCGC president during 2016/2017.

Sid Chadwick elected as vice-chair for a two-year term.

David Barabas elected for first, three-year term on the Board.

Gary Hinkle elected for a third, three-year term on the Board.

Patrick Klarecki elected for first, three-year term on the Board.

Thomas McTernan elected for first, three-year term on the Board.

Richard Vann elected for first, three-year term on the Board.

Barry Wilson elected for a second, three-year term on the Board.

James Workman selected for second, three-year term on the Board.

Website: Dan Wilson - Updated to Google Map organized; updated other content as needed.

Outside Observer and Probationary Language: (adhoc) Dan Wilson
External Observer in Room during accreditation review process.

- Cal Poly officials requested an additional observer from the university be present throughout the on-campus site-team review process. Currently, there is no official policy stated in the ACCGC Accreditation Manual relative to this request; thus, the adhoc committee members prepared the following language and recommended that it be added to Section 3.4 of the current edition of the ACCGC Accreditation Manual: "ACCGC must

assure that no outside influence be placed on the ACCGC site-visitation team, thus no institutional representatives outside of the intended interviewees can be present unless approved by the site-visitation team leader during the entire on-campus fact-finding procedure.”

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- Discussion: (Krafft) What does “in advance” mean? Discussion to have name of any institutional representative requested at time of Self-Study submission (Benson)
 - 1st Broadhurst; 2nd Betty Krafft
 - Motion Carried and Approved
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Two Year Probationary Accreditation Language:

More work will be conducted on this topic and reported during the 2017 Board meeting with requested action by the sitting board members.

OLD BUSINESS

Promotional and Press Release Efforts ----- Dennis

- Page 18 of Show Daily (good press) photo and brief story.
- Brochure – prepress completed by Mr. Can Le, technical laboratory assistant, University of Houston. Printed and finished by: Canon Solutions USA personnel-Guy Broadhurst.
- Wall Calendars-2017 (mailed to 180 graphic communications program coordinators).
- Pocket Calendars distributed to G. C. people wishing to have one.
- Erv Dennis assists in working the GAERF Booth at Graph Expo/Print Shows and one or two other conferences throughout the year. Travel expenses are covered through the GAERF budget, thus saving ACCGC funds.
- Quality ball-point pens: Contain the ACCGC logo and name. Given to selected G.C. industry and education people.
- Scratch Pads: Contain the ACCGC logo and name. Distributed to industry and education personnel who have interest in using them.
- Press Releases: Prepared for each accredited and re-accredited program, distributed to 25 plus graphic communications related periodicals, placed on the ACCGC and GraphCom websites.

Funding Sources ----- Dennis

- Gifts-in-Kind: Hosting institutions provide for expenses of the site-visitation team members – this past year Cal Poly, University of Houston, and Arizona State University helped cover team expenses – lodging, food, and transportation. Very much appreciated.
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Sustaining Corporate Affiliate efforts: ----- Dennis

- Continued effort to acquire additional corporate support.

Other Items of Interest:

- Sid Chadwick asked “why can’t we invite industry representatives to board meetings? And, “Why can’t we have ACCGC Board Meetings at an Industry Facility?
- Broadhurst has volunteered to host a meeting (Canon). Broadhurst has extended to Erv Dennis to participate in the Clemson University Internship Day that will be held in October on the Clemson University campus. Canon USA will cover travel and lodging expenses when Erv travels to Clemson. Judy Durham stated that food expenses will be covered through GAERF. Erv extended his appreciation to both Guy Broadhurst and Judy Durham.
- Bettylyn Krafft has said that University of Central Missouri is doing a teach-out and closing their graphic communications related program.
- Phoenix Challenge would be a good time to extend awareness of ACCGC. (Krafft)
- Waite suggested that it is too expensive to travel to off-site, better to have board meetings at Graph Expo and invited industry representatives to attend/participate in our board meetings.
- Get updated ACCGC PPT from Erv (that Jerry re-edited) it is on Website and Erv will send.
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Council for Higher Education Accreditation ----- Schildgen

- See Tom’s PPT.
- Discussion: Cost = \$2,000/yr. and initial cost of \$2,500.

NEW BUSINESS

Received and Potential Accreditation Applications ----- Dennis

- Pittsburg State University has submitted an application for a program accreditation review.
- Shanghai College of Publishing and Printing (China) has interest in pursuing ACCGC accreditation. Thanks to Patrick Klarecki for providing contact information and for giving them ACCGC information.
- College in Malaysia has interest in accreditation – Erv has received some correspondence from a faculty member there.
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Pre-Board Meeting Reception – Should we continue?

- Discussion: Kodak (Debra Payne) sponsored the 2016 lunch reception. Erv sent out 134 invitations to members, former members, institutions and the like inviting them to the 2016 lunch reception.

DO we hold a reception again next year in Chicago? Most members agreed that it would be beneficial to do it again? Debra Payne stated that Kodak will sponsor again in Chicago in 2017.

NPES is going through Strategic Planning Process – lots of surveys, change in direction. More interaction with manufacturers. Judy Durham suggest that the reception be moved at another time and not when show is opened. Jerry Waite suggested to work with Epicomm/IdeaAlliance and get involved.

Gaveling in for FY-2017 ----- Schildgen

- Tom McTernan and Richard Vann were sworn in as members of the ACCGC Board of Directors by Erv Dennis.

Selection /Confirmation of 2016/2017 officers ----- Dennis

- Tom sworn in as president of ACCGC for the 2nd year of his two-year term.
- Sid Chadwick sworn in as vice president of ACCGC for a two-year term.
- Debra Payne – will continue as secretary for the 4th year.
- Gary Hinkle – will continue as treasurer for the 5th and final year.

President’s Remarks ----- Schildgen

- Tom provided comments relating to Cross Media and E-Learning for two and four-year institutions.
- Highest level of professionalism contributed to ACCGC by Managing Director Dr. Erv Dennis, has been critical to many of the ACCGC accomplishments.

FY-2017 Board Assignments and Work - Not Covered

Goals for the 2016/2017 operational year – Continue to pursue CHEA changes and membership requirements.

Standing Committee Chair and Member Appointments ----- Dennis

Erv distributed the list he had prepared. All board members agreed with their assignments. Motion: 1st Workman; 2nd Leininger - Carried

Ad-Hoc Committee Chair and Member Appointments – none needed.

Future ACCGC Board Meetings and Show Dates:

2017 – Sunday, September 10 (Print Show-Sept. 10 through 14) – Chicago

2018 – Sunday, September 30 (Graph Expo, Sept. 30 through Oct. 3) – Chicago

2019 – Sunday, September 22 (Graph Expo, Sept. 22 through 25) - Chicago

Meeting was adjourned by President Thomas E. Schildgen at 3:50pm.

Motion - 1st Waite; 2nd Dan Wilson • Carried.