



ACCREDITING COUNCIL FOR COLLEGIATE GRAPHIC COMMUNICATIONS, INC.

www.accgc.org

**ACCGC Board of Directors Meeting Minutes
Saturday, October 5, 2019
Chicago, Illinois during PRINT 19
McCormick Place, Room N134, North Building – Level 1
9:00 a.m. to 12:00 noon**

The meeting was called to order at 9:00 am by President, Ken Macro.

Introductions and announcements were presented by Ken Macro and Erv Dennis.

Members in attendance were:

David M. Barabas-----University of Central Missouri
Sid Chadwick -----Chadwick Consulting
Gregory S. D’Amico, Ph.D-----Rochester Institute of Technology
Judith B. Durham, CAE -----Association for PRINT Technologies
George B. Glisan, Ph.D -----Appalachian State University
Hans P. Kellogg -----Ball State University
Patrick Klarecki -----Ferris State University
Bettylyn O. Krafft-----Krafft Printing Systems
Kenneth L. Macro, Ph.D -----California Polytechnic State University
Errol W. Moebius-----Heidelberg USA
Jennifer G. Newton -----Chowan University
Debra Payne -----Eastman Kodak Company
Mark A. Rzesnik, Ed.D -----Waukesha County Technical College
Joseph G. Schickel-----California University of Pennsylvania
Richard S. Vann-----PostMark, Inc. (Retired)
James A. Workman -----Printing Industries of America
Douglas L. Younger, Ph.D-----Pittsburg State University
Ervin A. Dennis, Ed.D -----ACCGC

Not in attendance:

Lee J. Geisinger, Ph.D-----University of Northern Iowa
Gary E. Hinkle ----- Illinois Central College (retired)
Jerry J. Waite, Ed.D -----University of Houston

Visitors in attendance were:

Brian Amos -----Amos Communications
Jinghuan ‘Andy’ Ge -----Shanghai Publishing and Printing College
A Thomas Loch -----Harper College
Brian Milota -----Westamerica Communications
Brian Patterson -----Ricoh USA, Inc.

Debbie Pavletich -----Ricoh USA, Inc.
Frank Romano -----What They Think
Harjinder Singh-----Swasticka Printwell (India) PVT. Ltd
Jinghuan Ge ----- Shanghai Publishing and Printing College
Jun Wang-----Shanghai Publishing and Printing College
Shen Yikun-----Shanghai Publishing and Printing College

The 2019 Annual Board Meeting Agenda was approved with no modifications.

The 2018 Annual Board meeting minutes were approved.

Installation of new board member – Errol W. Moebius

Erv Dennis noted that Thomas E. McTernan had resigned during this past year. The Nominating Committee recommended Errol W. Moebius with Heidelberg USA to replace him. Mr. Moebius was sworn in for the term ending Fall 2020.

Awarding of Program Accreditations

- Harper College: Mark Rzeznik reported site visit took place in February 2019 and went well. The visitation team recommends Harper College be re-accredited. Tom Loch accepted the award on behalf of Harper College.

1st Mark Rzeznik; 2nd Jim Workman • Motion Carried and Approved

- Shanghai Publishing and Printing College: Ken Macro reported the visitation team was very impressed by the curriculum, equipment, and industry support for the SPPC program. Overall the college did a great job providing the visitation team with everything they needed to complete their review. The only change Ken Macro would recommend for future international visits would be to ask the school to provide a native speaker to translate for them. Ken Macro further noted that the program is a three-year program now but plans are to expand to a four year program. Pat Klarecki said he has visited SPPC in the past to help their students prepare for the World Skills competition. Jinghuan ‘Andy’ Ge accepted the award on behalf of SPPC and thanked ACCGC for the opportunity to learn from their visit through the feedback provided on the report. Andy Ge indicated they look forward to growing and further advancing their program.

- **1st Hans Kellogg; 2nd Richard Vann • Motion Carried and Approved**

Recognitions and Awards

Recognition of Sustaining Corporate Affiliates:

President Ken Macro recognized and thanked the current Sustaining Corporate Affiliates: Bell & Howell; Canon Solutions America, Inc., Digital Enterprise Education Research Foundation, Eastman Kodak Company, FASTSIGNS International, Fujifilm North America Corp., Heidelberg USA, INX International Ink Co., Koenig & Bauer (US) Inc., Leo Burnett USA, Inc., manroland Inc., Quad/Graphics, Inc., and Xerox Corporation.

Recognition of Outgoing Board Members:

Presentation of appreciation to:

- Patrick Klarecki, Ferris State University, who served a three year term this time, but had served a nine year term, Chair and Treasurer previously.
- Gary E. Hinkle, Illinois Central College (retired), who served a nine year term.

Awarding of the Dr. Richard F. Hannemann Service Award:

Erv Dennis noted that there would be no award this year.

Special Presentation –

Potential Ricoh USA, Inc. Curriculum Review: Erv Dennis invited Debbie Pavletich and Brian Patterson of Ricoh USA to provide the ACCGC Board of Directors with information regarding the Ricoh graphic communications curriculum called 'Digital Literacy'. Debbie Pavletich indicated the program is designed for K-12 and for use in correctional facilities. It has five modules that cover core principles, highlights common errors and challenges, and provides an opportunity to test skills via "Your Turn" sections. Resources such as course content, images, type and examples of proper executions are all included with the program materials. Students who complete the program should be comfortable working in small to medium sized printing facilities.

The curriculum was prepared with help from California Polytechnic State University and a California affiliate of PIA. The cost of the program is \$13,000 and it includes train-the-trainer materials and travel expenses for Ricoh personnel to support the trainers. The program is designed for educators who have little or no knowledge of printing and could be used for a one year or multi-year course schedule. Instructions and resources are provided to help schools apply for grants. In addition, the program incorporates the use of data. Certificates of completion for trainers and students are awarded, broken down by modules. Sid Chadwick asked if the curriculum could be used in commercial print shops and in-plant print shops. The answer was yes, and it was noted that in fact, UPS stores are using the Ricoh program for their training.

There was a motion to move discussion regarding whether to explore accreditation review of this curriculum under "New Business".

1st Hans Kellogg; 2nd Judith Durham • Motion Carried and Approved

Accrediting Status and Progress

California University of Pennsylvania (re-accreditation): Erv Dennis indicated that he has received their self-study program and the site visit team will be comprised of Hans Kellogg, Greg D'Amico, and Bettylyn Krafft.

University of Northern Iowa (re-accreditation): Erv Dennis stated that he has received the re-accreditation application and will work with Hans Kellogg to assign the team and conduct the review.

Western Michigan University (re-accreditation): Erv Dennis reported that he is not sure the status of Western Michigan University's program. Apparently the program is undergoing enrollment challenges and they are currently considering a one year extension.

Ferris State University (re-accreditation): Pat Klarecki said they will be re-applying but that funding at this time is very tight.

Illinois State University (re-accreditation): Erv Dennis reported that he has received the application for re-accreditation and he will work with Hans Kellogg to set up the site visit team.

University of Wisconsin-Stout (re-accreditation): Erv Dennis noted that he was told the application would be forthcoming.

Officer Reports

President’s Report ----- Macro
Formal report submitted by Ken Macro (see secretary’s file)

Vice President’s Report ----- Vann
Formal report submitted by Richard S. Vann (see secretary’s file)

Treasurer’s Report----- Newton
Jennifer Newton distributed the Treasurer’s report, which provided the 2018 year end Income Statement and Statement of Financial Position, reflecting a slight increase in Total Unrestricted Net Assets. The 2019 Income Statement shows the activity as of September 16, 2019 and the Statement of Financial Position on September 16, 2019.

Also, Jennifer Newton provided a proposed 2020 budget with a \$84 positive change in Net Assets.

Judith Durham requested a change to the ACCGC Bylaws to remove the requirement for an audit, noting the research she did uncovered the fact that because ACCGC’s revenue falls well below the Pennsylvania nonprofit requirements, no audit is required. It would be better to take the requirement out of the bylaws in order to ensure we are in compliance with the bylaws.

There was a motion to accept the 2018 and 2019 financial reports and approved the 2020 budget as presented.

1st Judith Durham; 2nd Jim Workman • Motion Carried and Approved

Secretary’s Report----- Durham
Minutes from 2018 were submitted and placed in the secretary’s folder.

Managing Director’s Report ----- Dennis
Official report placed in secretary’s folder.

In addition to his formal written report, Erv Dennis noted that ACCGC was incorporated in 1998, 21 years ago. Erv Dennis provided the history of how ACCGC was formed and noted the first graphic communications program that was accredited was Ferris State University.

Standing and adhoc Committee Reports

Accreditation ----- Kellogg
Official report submitted and placed in secretary’s folder.

Appeals ----- Vann
No appeals were filed this past operational year.

Executive ----- Macro
Ken Macro reported the Executive Committee met several times during the year. His official report is submitted and placed in the secretary’s folder.

Nominating/Elections ----- Rzezniak
Official report submitted and placed in secretary’s folder.

Marketing (Website) ----- Wilson
Official report submitted and placed in secretary’s folder. Erv Dennis asked the ACCGC Board members to send him any updates to the website and he will review and forward to Dan Wilson.

Old Business

Promotional efforts ----- Dennis
Erv Dennis provided a summary of the promotional efforts completed this year in his Managing Directors report.

Funding Sources ----- Macro
Ken Macro challenged the ACCGC Board of Directors to develop ideas to help promote the ACCGC accreditation program. During discussion several factors such as limited budgets, changes in leadership, and curriculum adjustments were noted as challenges for attracting more schools. Ideas came up such as soliciting corporate sponsors for applying schools and expanding accreditation to other programs, i.e., digital media technology.

There was a motion to form an adhoc committee to research how to improve funding sources. Ken Macro offered to chair the committee. Volunteers to serve on this committee were: Judith B. Durham, Richard Vann, George Glisan, and Jim Workman.

1st Pat Klarecki; 2nd Richard Vann • Motion Carried and Approved

Sustaining Corporate Affiliate Efforts ----- Dennis
Erv Dennis reported that he is not having good success gaining new corporate supporters, but will continue his efforts. He has visited with several company personnel during the PRINT19 Show.

Council for Higher Education Accreditation (CHEA) ----- Dennis
Erv Dennis said they have researched the accreditation process through CHEA because he has been asked, only a couple times, whether or not ACCGC was accredited by CHEA. After researching the cost and process the adhoc committee decided it would be advantageous, for now, to join CHEA. As a

member now ACCGC would have access to attend the CHEA conferences. The membership cost \$500/annually.

D&O Insurance ----- Dennis

Pursuant with the Board of Directors’ request, Erv Dennis noted ACCGC now has Directors and Officers Liability Insurance at the annual cost of \$695. The coverage is up to one million dollars (\$1,000,000). Erv Dennis offered to provide a copy of the policy details upon request.

Value of pre-board meeting (Breakfast/Reception) ----- Macro

Ken Macro asked for feedback regarding the value of holding a social activity prior to the ACCGC Board meeting. All the feedback was positive.

Compensation for Managing Director ----- Macro
(Board of Directors Executive Session – Erv Dennis left the meeting during this report)

Ken Macro said the Executive Committee has acknowledged what a great job Erv Dennis has performed for ACCGC and they wanted to provide him with extra compensation when possible. Due to the fact that there was some excess funds at the end of 2018 financial year, the Executive Committee awarded Erv Dennis with a bonus in early 2019. Ken Macro recommended this process be conducted every year.

(Erv Dennis was invited to return to the meeting.)

New Business

Software for use by the Treasurer (discussion/action) ----- Macro

During the Executive Committee meetings regarding finances, Ken Macro said a suggestion came up that it might be beneficial for ACCGC to purchase accounting software. After further discussion, it was determined the current processes were fine.

Board Meeting Location – industry show – date – (discussion)----- Macro

Ken Macro invited discussion regarding whether or not this board meeting should continue to take place in Chicago. After discussion, a motion was made to alternate the location of the board meeting between the APTech show location and the SGIA show location.

1st David M. Barabas; 2nd Bettylyn O. Krafft • Motion Carried and Approved

Future assessment issues (discussion)----- Macro

- Graduation Issues
- Diversity/Inclusively

Ken Macro asked for input regarding whether or not the accreditation process should include student graduation ranking and student body diversity and inclusively.

After discussion, a motion was made to form an adhoc committee to develop standards for each. Ken Macro offered to chair the committee. Volunteers to serve on this committee were: Judith B. Durham, Jennifer G. Newton, Mark Rzeznik, and George Glisan.

1st Jim Workman; 2nd Mark Rzeznik • Motion Carried and Approved

What else could/should we be doing?----- Dennis
Ricoh Curriculum: Erv Dennis asked for volunteers to serve on an adhoc committee to evaluate their request.

After discussion, a motion was made to form an adhoc committee to review whether or not to form an inspection committee to consider the Ricoh curriculum for accreditation. David M. Barabas offered to chair the committee. Volunteers to serve on this committee were: Debra Payne and Bettylyn O. Krafft.

1st Bettylyn O. Krafft; 2nd Pat Klarecki • Motion Carried and Approved

Proposed New ACCGC Accreditation Fees for Applications, Re-Applications, and Annual Service Fees: Prior to the meeting, Erv Dennis distributed a proposed new fee structure.

After discussion, a motion was made to approve the proposed new fee structure as presented.

1st George B. Glisan; 2nd Joseph G. Schickel • Motion Carried and Approved

Other ----- Macro

Prior to the conclusion of the 2018/2019 year, Erv Dennis presented Ken Macro with a Resolution recognizing his leadership and dedication to ACCGC. The entire ACCGC Board of Directors applauded and thanked Ken Macro for his commitment this past year.

Gaveling in for FY-2019/2020

Call meeting to order ----- Macro

Confirmation of 2019/2020 Board Election ----- Rzeznik

Mark Rzeznik confirmed the election for the 2019-2020 Operational Year Board of Directors and Officers Ballot was unanimous for all nominees.

Installation of New & Continuing Board Members ----- Dennis

Installation of New and Continuing Officers----- Dennis

George B. Glisan sworn in as president of ACCGC for the 1st year of a 2 year position.
Judith B. Durham sworn in as secretary of ACCGC for the 2nd year.
Jennifer G. Newton sworn in as treasurer of ACCGC for the 3rd year.
Richard S. Vann will continue to serve as vice president for 2019-2020 operational year.

President's Remarks ----- Glisan

George B. Glisan thanked Ken Macro and Erv Dennis for their support and said he recognizes the serious commitment this position requires.

FY-2019/2020 Board Assignments and Work

Goals for the 2019/2020 operational Year----- Glisan

George Glisan indicated his goals for 2019/2020 are as follows:

- 1) Change the location of the ACCGC Board of Directors annual meeting;
- 2) Dedicate time to patron development;
- 3) Increase outreach to schools that are not currently accredited;
- 4) Research how to add graduation, diversity/inclusively and sustainability education to the accreditation standards; and
- 5) Respond to requests within 24 hours.

Standing Committee Chair and Member Appointments----- Glisan

The prepared list of Standing Committee Chair and Member appointments was distributed (in secretary's file). All board members agreed with their assignments.

Ad-Hoc Committee Chair and Member Appointments----- Glisan

Members were added to the ad hoc committees:

- Funding Sources Adhoc Committee: Kenneth L. Macro, Chair. Volunteers: Judith B. Durham, Richard S. Vann, George B. Glisan, and James A. Workman
- Additional Accreditation Standards Adhoc Committee: Kenneth L. Macro, Chair. Volunteers: Judith B. Durham, Jennifer G. Newton, Mark A. Rzeznik, and George B. Glisan.
- Ricoh Curriculum Accreditation Adhoc Committee: David M. Barabas, Chair. Volunteers: Debra Payne and Bettylyn O. Krafft.

Future ACCGC Board Meetings and Show Dates:

Erv Dennis will send out a meeting announcement for the next meeting once the date and location have been confirmed.

Meeting was adjourned at 12:16 pm

1st Richard S. Vann 2nd Jennifer G. Newton • Motion Carried and Approved