



ACCREDITING COUNCIL FOR COLLEGIATE GRAPHIC COMMUNICATIONS, INC.

www.accgc.org

ACCGC Board of Directors Meeting Minutes
Sunday, September 30, 2018
Chicago, Illinois during Print '18
McCormick Place, Room S501a, South Building – Level 5
1:00 to 4:00 p.m.

The meeting was called to order at 1:01 pm by President, Kenneth L. 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 -----	Rochester Institute of Technology
Judith B. Durham -----	Graphic Arts Education and Research Foundation
George B. Glisan -----	Appalachian State University
Gary E. Hinkle -----	Illinois Central College
Hans P. Kellogg -----	Ball State University
Bettylyn O. Krafft -----	Krafft Printing Systems
John M. Leininger -----	Clemson University
Kenneth L. Macro -----	California Polytechnic State University
Thomas E. McTernan -----	Heidelberg USA
Jennifer G. Newton -----	Chowan University
Debra Payne -----	Eastman Kodak Company
Mark A. Rzeznik -----	Waukesha County Technical College
Richard S. Vann -----	PostMark, Inc.
Jerry J. Waite -----	University of Houston
James A. Workman -----	Printing Industries of America
Ervin A. Dennis -----	ACCGC

Not in attendance:

Guy H. Broadhurst -----	Canon Solutions America (retired)
Gary E. Hinkle -----	Illinois Central College (retired)
Patrick Klarecki -----	Ferris State University

Visitors in attendance were:

Todd Bigger -----	Eastman Kodak Company.
Scott M. Fustin -----	Rock Valley College
Jeff Tackes -----	United States Postal Service
Douglas L. Younger -----	Pittsburg State University

The 2017 Annual Board meeting minutes were approved.

The 2018 Annual Board Meeting Agenda was approved with no modifications.

Installation of new board member – Dr. George B. Glisan

Erv Dennis noted that Barry Wilson had resigned. The Nominating Committee has recommended Dr. George B. Glisan, Appalachian State University. Dr. Glisan was sworn in to complete the current term of Mr. Wilson (2019)

Awarding of Program Accreditations

- **Pittsburg State University:** Sid Chadwick reported the site visit to Pittsburg State University was outstanding and recommended the program be accredited for a full six year term. Dr. Douglas Younger accepted the award plaque on behalf of his graphic communications colleagues at Pittsburg State University.

1st David Barabas; 2nd Jerry Waite • Motion Carried and Approved

- **Rock Valley College – program reaccreditation.** Ken Macro reported the Rock Valley College program was in good shape, however due to financial difficulties that prevent the school from making necessary updates, the team recommended that the Rock Valley College graphic arts technology be granted a two-year partial accreditation. Scott Fustin accepted the award plaque on behalf of his colleagues at Rock Valley College.

1st Hans Kellogg; 2nd Debra Payne • Motion Carried and Approved

Recognitions and Awards

Sustaining Corporate Affiliates:

Erv Dennis recognized and thanked the current Sustaining Corporate Affiliates and indicated he would appreciate any leads for new sponsors.

Outgoing Board Members:

Presentation of appreciation to:

John Leininger, Clemson University, who served a three year term.

Sid Chadwick, completed his term as Vice President.

Debra Payne, completed her term as Secretary.

Dr. Richard F. Hannemann Service Award:

Erv Dennis noted that there would be no award this year. He reminded the board members of Dr. Richard F. Hannemann's contributions to the graphic communications education community and said the award is given to individuals who have gone above and beyond to help this association. Past recipients are: Dr. Adrian J. Bernagozzi, Dr. Harvey R. Levenson, Dr. Lenore D. Collins, Mr. Edward J. Kelly, Dr. Jerry J. Waite, Mr. Ralph J. Nappi, and Dr. E. Lee Weir.

Accrediting Status and Progress

California University of Pennsylvania (re-accreditation): Joe Schickel reported their graphic communications related program is now part of the Applied Engineer and Technology department. They are in mid-phase preparing the self study, gathering data, and assembling the documentation. Erv Dennis indicated a site visit team will be assigned in the near future.

Harper College (re-accreditation): Mark Rzeznik reported that plans are to have a site visit in February or March of 2019. Team members are Pat Klarecki, Debra Payne, and himself.

Shanghai Publishing and Printing College (SPPC): Erv Dennis reported the process preparing for the site-visit has been much more intensive than expected. Team members are Ken Macro, Dan Wilson, Judy Durham, and himself. The team has received the self-study for review prior to the scheduled campus visit. The site visit will be held October 16-19, 2018. Erv Dennis noted the reason college officials are pursuing ACCGC accreditation is to allow them to have a student and instructor exchange with collegiate programs in the United States. All expenses for the trip of the four-member team will be paid for through the college.

University of Northern Iowa (re-accreditation): Erv Dennis indicated he expects to receive their re-accreditation application shortly. The program has a new coordinator – Dr. Lee J. Geisinger.

Western Illinois University (re-accreditation): Erv Dennis noted that the former department chair has retired and a new department chair is on board but he has not met him yet. Erv Dennis said he hopes to have this program re-accredited shortly.

Western Michigan University (re-accreditation): Erv Dennis reported that this program also has a new department head who is evaluating the accreditation program and so far has indicated they will apply for the re-accreditation.

Officer Reports

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

Vice President's Report ----- Chadwick
Nothing to add to the President's report.

Treasurer's Report----- Newton
Jennifer Newton distributed the Treasurer's report, which showed ACCGC is projecting a net gain at year end, unless some expected accreditation fees are not received. Jennifer Newton noted that Erv Dennis had arranged for a Certificate of Deposit (CD) that provided higher interest income than the prior CD.

Secretary's Report----- Payne
Minutes from 2017 were submitted and placed in the secretary's folder.

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

Resolved to accept the officers' reports as presented. **1st David Barabas; 2nd Jerry Waite**
• Motion Carried and Approved

Standing and adhoc Committee Reports

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

Appeals ----- Chadwick

No appeals were filed this past operational year.

Executive ----- Macro

Ken Macro reported the Executive Committee met via telephone on a as-needed basis.

Nominating/Elections ----- Rzeznik

Official report submitted and placed in secretary's folder.

Marketing ----- Dennis

Erv Dennis noted that Dan Wilson had agreed to stay on as the webmaster for the website. Erv Dennis worked with Dan Wilson to keep the website up to date. The website was recently hacked so Erv Dennis and Dan Wilson decided it was necessary to sign up with the 'Go Daddy' protection service to guard against future infiltrations. All requests for updates or changes to the website should be directed to Erv Dennis. Resolved to approve the purchase of the 'Go Daddy' service.

1st John Leininger; 2nd Hans Kellog • Motion Carried and Approved

Old Business

Promotional efforts ----- Dennis

Erv Dennis referred to his Managing Director report where he provided details regarding the promotional mailings to potential baccalaureate and graduate programs.

Funding Sources ----- Macro

Ken Macro noted the current funding sources for ACCGC are the accreditation fees and sponsorship income.

Sustaining Corporate Affiliate Efforts ----- Dennis

Erv Dennis noted that he will visit with existing and potential sponsors during the PRINT 18 event. Erv Dennis also reported that he recently sent letters to 200 of the Top 400 commercial printers recognizing their inclusion in the Top 400 and informing them of ACCGC's accreditation process, the universities currently accredited, and encouraged management to seek employees from ACCGC accredited programs.

Council for Higher Education Accreditation (CHEA) ----- Dennis

Erv Dennis referred to the one page report that outlines 'The Value of CHEA to ACCGC.' Tom Schildgen has agreed to continue to chair this committee. The cost of the program is still unknown. Questions arose regarding whether an inquiring university had declined to apply because ACCGC was not accredited by CHEA. Erv Dennis indicated he did not know of any such action. Jim Workman reminded the Board of Directors that CHEA requires a certain amount of schools be accredited and Jerry Waite also noted that ACCGC would have to have an accredited community college program.

Discussion - Value of a pre-board meeting luncheon-reception ----- Macro

Ken Macro thanked Debra Payne and Eastman Kodak for sponsoring the pre-board luncheon-reception again this year. Board members thought the luncheon was good but suggested an alternative seating arrangement to allow for more social interaction.

Brochure – format, content, etc.----- Dennis

Erv Dennis requested input from the Board members for the marketing brochure. Erv Dennis thanked Jerry Waite for providing support to prepare the graphic files for the current brochure. Jerry Waite suggested perhaps a design competition for the brochure would provide new ideas and concepts for the brochure. Ken Macro agreed to form a marketing committee to explore options for the brochure design.

New Business

USPS Opportunities (brief presentation by a USPS guest)----- Vann

Richard Vann introduced Mr. Jeff Tackes with the United States Postal Service (USPS). Jeff Tackes provided information regarding a new academic program offered by USPS to help post-secondary schools. The program provides a curriculum for instructors to use that will help them teach students how to use data and the USPS services to improve their direct marketing approach. In summary the program has 14 modules that are free. Mr. Tackes noted he is attending the PRINT 18 event to promote this program and recruit speakers.

Conference Attendance by Managing Director & \$ Support ----- Macro

Ken Marco called for Executive Session to address the current compensation for the Managing Director position. It was agreed that a committee made up of the Executive Committee members and Dick Vann would review the current financial status of ACCGC to best determine a feasible increase. Ken Macro requested the committee meet briefly immediately following this ACCGC Board of Directors meeting. After the motion, Executive Session concluded.

Resolved to approve and determine the appropriate stipend for the managing director.

1st John Leininger; 2nd Hans Kellogg • Motion Carried and Approved

D&O Insurance ----- Dennis

Erv Dennis provided a summary description of Directors and Officers (D&O) Liability Insurance and Errors and Omissions (E&O) Insurance. Erv Dennis also noted that he had solicited a quote for the coverage from a local insurance broker. Discussion regarding the coverage and whether the fact that the association was incorporated in Pennsylvania and doing business in Iowa would provide the necessary coverage. Judy Durham noted that the location and state of incorporation most likely would not impact coverage; insurance companies look at the association’s programs, budget, and exposure to loss to determine the rate for the coverages.

Resolved to approve the purchase of the D&O and E&O insurance coverages. An amendment to the motion was made and accepted to ask for research whether the fact the association was incorporated in Pennsylvania would impact the coverage.

1st Jerry Waite; 2nd Hans Kellogg • Motion Carried and Approved

Gaveling in for 2018-2019 Operational Year:

Confirmation of 2018/2019 Board Election ----- Rzeznik

Mark Rzeznik confirmed the election for the 2018-2019 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

Richard S. Vann sworn in as vice president of ACCGC for the 1st year of a 2 year position.
Judith B. Durham sworn in as secretary of ACCGC for the 1st year of service.
Jennifer G. Newton sworn in as treasurer of ACCGC for the 2nd year of service.

President's Remarks ----- Macro

Ken Macro stated that he has greatly enjoyed and appreciated working with Erv Dennis this past year; his wisdom and dedication to ACCGC is a great asset. Ken Marco thanked Erv for his counsel and support during the year. Cal Poly's graphic communication program is transitioning out of the university's liberal arts department and while discussing his program with other deans they remark positively on the fact that the graphic communication program is ACCGC accredited.

FY-2018 Board Assignments and Work

Goals for the 2018/2019 operational Year ----- Macro

Ken Marco stated he would like to work with universities that are not currently accredited to promote the benefits of the accreditation status. He will be traveling to Europe to make a presentation during an international graphic communications conference, during which he will provide information about the ACCGC accreditation. He intends to revive the CHEA accreditation and review it to see if ACCGC qualifies, and if so, pursue the CHEA accreditation. Finally, ensuring the future financial stability of ACCGC through recruiting more collegiate applications and retaining/recruiting more sponsors.

Standing Committee Chair and Member Appointments ----- Macro

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 ----- Macro

Members were added to the ad hoc committee:

Managing Director Stipend Review

Richard Vann, Chair

Ken Macro

Jennifer Newton

Judy Durham

Sid Chadwick

Debra Payne

Future ACCGC Board Meetings and Show Dates:

2019 - Saturday, October 5 (Print '19, October 3, 4, & 5) ----- Chicago, IL

2020 – Which day??? (Brand Print Americas '20, Sept. 15-17)-----Rosemont, IL

Meeting was adjourned at 3:44 pm

1st **Richard Vann** 2nd **Tom McTernan** • Motion Carried and Approved