



# Mid Year Meeting 2011

## Minutes

### **BOARD OF TRUSTEES** **Saturday, February 26, 2011** **7:30 a.m. – 12:30 p.m.**

#### **1. Executive Session**

1.1 President Nellis called the meeting to order at 7:35 am.

1.2 Secretary Al Hauck conducted the roll call and announced there was a quorum.

Present: Mark Benjamin, Chuck Berryman, Rick Boser, Hank Bray, Abdol Chini, Michael Emmer, Marty Garza, John Gaver, Jim Goddard, Fred Hart, Al Hauck, Michael Holland, Murray Jones, Roger Liska, Steve Lords, Mag Malek, Chuck Matrosic, Don McCollister, Sharon McGuinness, Bob Meyer, Steve Nellis, Carl Roegner, John Schaufelberger, Dianne Slattery, Carla Sly, Ben Uwakweh.

Absent: Keith Bisharat, Tom Burns, Brett Christiansen, Greg Mankevich, David Mendes, Bob Segner, Todd Staub, Tulio Sulbaran, Andrew Wasiniak.

Guests: Jim Smith (ACCE Accreditation Committee).

1.3 Board Action on Accreditation Committee recommendations:

It was moved and seconded that progress reports be considered in block and to accept the recommendations of the Accreditation Committee. There were no requests to remove any progress reports from the block. The motion carried.

1.3.1 The following Progress Reports were approved without reservations:

- 1.3.1.1 California State University, Fresno
- 1.3.1.2 Central New Mexico Community College
- 1.3.1.3 Eastern Michigan State University
- 1.3.1.4 Florida International University
- 1.3.1.5 Indiana State University
- 1.3.1.6 John Brown University
- 1.3.1.7 North Carolina A&T State University
- 1.3.1.8 University of Arkansas, Little Rock
- 1.3.1.9 Pennsylvania College of Technology
- 1.3.1.10 University of Nebraska

1.3.2 The following Progress Reports were approved with reservations

- 1.3.2.1 Alfred State College
- 1.3.2.2 Colorado State University
- 1.3.2.3 Kansas State University
- 1.3.2.4 Michigan State University

1.3.3 Recommendations on Accreditations and Reaccreditations:

- 1.3.3.1 Drexel University – First Time Accreditation
- 1.3.3.2 East Carolina University – Reaccredited
- 1.3.3.3 Missouri State University – Reaccredited
- 1.3.3.4 Northern Kentucky University – Reaccredited
- 1.3.3.5 Santa Fe College – Reaccredited
- 1.3.3.6 University of Wisconsin, Stout – Reaccredited
- 1.3.3.7 Weber State University – Reaccredited

1.4 Board Action on Non Degree Recognition Committee recommendations:

- 1.4.1 There were no new recommendations on Non Degree Recognitions or Re-Recognitions

1.5 Special Board Action Related to CHEA Recognition Process

- 1.5.1 Mike Holland and Billye Hall were excused from the discussions.
- 1.5.2 Smith reported on the outstanding efforts of both Holland and Hall during the successful process to get ACCE re-recognized by CHEA in the fall and recommended that they both receive a special bonus in appreciation of these efforts. Matrosic moved and it was seconded that Holland be awarded a bonus of \$2,000 and Hall be awarded a bonus of \$1,000 in appreciation for the superior performance exhibited by both of them in getting ACCE re-recognized by CHEA. The motion passed unanimously and it was agreed to announce these awards during the Open Board Session.

1.6 The meeting was adjourned from Executive Session at 8:10 am.

## 2. Business Session

- 2.1 President Nellis called the meeting to order at 8:35 am and welcomed guests.

- 2.2 Secretary Al Hauck conducted the roll call and announced there was a quorum

Members Present: Mark Benjamin, Chuck Berryman, Rick Boser, Hank Bray, Abdol Chini, Michael Emmer, Marty Garza, John Gaver, Jim Goddard, Fred Hart, Al Hauck, Michael Holland, Murray Jones, Roger Liska, Steve Lords, Mag Malek, Chuck Matrosic, Don McCollister, Sharon McGuinness, Bob Meyer, Steve Nellis, Carl Roegner, John Schaufelberger, Dianne Slattery, Carla Sly, Ben Uwakweh.

Members Absent: Keith Bisharat, Tom Burns, Brett Christiansen, Greg Mankevich, David Mendes, Bob Segner, Todd Staub, Tulio Sulbaran, Andrew Wasiniak.

Guests: Irtishad Ahmad, Syed Ahmed, Ronald Baier, Bill Barnes, David Batie, Ilyas Bhatti, Michael Bowman, Douglas Carney, Jim Carr, Travis Chapin, Mike Cooley, Desmond Fletcher, Sean Foley, Angela Guggemos, Mostafa Khattab, Susan Labas, David Manry, Charles McIntyre, Brian Moore, Jim Off, Leroy Ozanne, Carlos Salgado, John Schmidt, Khalid Siddiqi, Jim Smith, Natalie Smith, Chris Soelberg, Z. Torbica.

- 2.3 President Nellis asked for the introduction of trustees, staff, and guests.

- 2.3.1 Smith announced the decision of the Board in Executive Session to recognize Holland and Hall for superior performance in the preparation of documents for the successful re-recognition of ACCE by CHEA. Nellis called Holland and Hall up to be congratulated by the Board and announced the Board's decision to award them both with a bonus in appreciation of their efforts.

- 2.4 July 2010 Board of Trustee Minutes were approved unanimously.
- 2.5 Report on Executive Session –
- 2.5.1 Nellis reported that the Board took action on 7 accreditation or reaccreditation requests and on 14 progress reports submitted during this cycle.
- 2.5.2 The Board also took action on staff bonuses as noted above.
- 2.6 Treasurer’s Report – Robert Meyer
- 2.6.1 Meyer presented the ACCE proposed budget for the next fiscal year. Final action on this budget will be taken in July.
- 2.6.2 Meyer reviewed and moved for acceptance the Financial Report presented in Tab 4. Motion was seconded and passed unanimously.
- 2.7 Executive Vice President’s Report – Mike Holland presented his formal report included under Tab 6 of the meeting book. He highlighted the following items:
- 2.7.1 The successful re-recognition of ACCE by CHEA.
- 2.7.2 The successful IAB Roundtable completed in Fort Lauderdale this week.
- 2.7.3 The Standards Committee working on short and long term initiatives focusing on lessons learned as reported by the Council of Chairs.
- 2.7.4 The Task Force reviewing the reciprocal agreements with CIOB and the other international accrediting agencies.
- 2.7.5 The work with the federal government on the professional designation of construction management by the Office of Personnel Management.
- 2.7.6 The impact of the loss of AGC of America and the MCAA as association members.
- 2.7.7 The continued expansion of accreditation activity as evidenced by 22 programs in Candidate status.
- The report from the Executive Vice President was approved as presented.
- 2.8 Executive Committee Report – Steve Nellis reported the following information:
- 2.8.1 Two meetings were held during the week in which all Committee reports were collected. Committee chairs were asked to report today on Board action items only.
- The report was approved by the Board.
- 2.9 Committee, Task Force, and Caucus Reports
- 2.9.1 Accreditation, Jim Smith –
- 2.9.1.1 Smith reported on the Board actions taken in closed session to accredit or reaccredit 7 programs and to approve 14 progress reports as listed in the minutes of the Executive Session.
- 2.9.1.2 Accreditation also continues to work with several Task Forces on important initiatives.

The Board approved the report from the Accreditation Committee.

2.9.2 Standards, Abdol Chini –

2.9.2.1 Chini reported that Standards had no Board actions at this time and thanked the committee's task forces and members for their review of all sections of the Standards.

The Board approved the report from the Standards Committee.

2.9.3 Guidance, Dianne Kay Slattery –

2.9.3.1 Slattery reported that Guidance had no Board actions at this time. The committee continues to work on improving its mentoring programs and the "Frequently Asked Questions" on the website.

The Board approved the Guidance Committee's report.

2.9.4 Development, Charles McIntyre for Tulio Sulbaran –

2.9.4.1 McIntyre moved that the Board approve the plan to conduct the next IAB Roundtable in Phoenix in February 2012. The motion was seconded and passed in order to continue these productive efforts.

The Board approved the Development Committee's report.

2.9.5 Finance, Robert Meyer –

2.9.5.1 Meyer made a motion for the Board to establish fees for Graduate Program accreditation at a level of \$2,000 for the initial visit and then \$1,500 per year during the ten-year accreditation period for graduate degrees. The motion was seconded which led to much discussion about the origin and adequacy of the amount proposed. Following comments by many Board members, there was a motion to table the motion to establish these fees; that motion was seconded and was passed thereby tabling the initial motion until a later meeting.

The Board approved the Finance Committee's report.

2.9.6 Dupree Education Fund, Steve Lords –

2.9.6.1 Lords reported that the Dupree Education Fund Committee had no Board actions at this time.

The Board approved the Dupree Education Fund Committee's report.

2.9.7 Training, Khalid Siddiqi –

2.9.7.1 Siddiqi reported that Training had no Board actions at this time. The committee discussed holding additional sessions for Visiting Team Chair training utilizing recommendations from the Council of Chairs report.

The Board approved the Training Committee's report.

**2.9.8 Long Range Planning, Jim Goddard –**

**2.9.8.1 Goddard reported that Long Range Planning had no Board actions at this time. In July, the committee will propose some revisions to the long range plans.**

The Board approved the Long Range Planning Committee's report.

**2.9.9 Non Degree Recognition Committee, Brian Moore**

**2.9.9.1 Moore made a motion for the Board to adopt the revised "Non Degree Recognition Documents" dated 12/16/10 and distributed for the Board members review. The motion was seconded and, after much discussion, passed unanimously.**

**2.9.9.2 Moore made a motion for the Board to adopt the fee structure for the recognition of Non Degree Programs as listed on pages 3.1 to 3.2. The motion was seconded and passed unanimously.**

**2.9.9.3 Moore made a motion for the Board to adopt a change to the ACCE logo that would add the words "Recognized Industry Based Program" to be used by Non Degree Programs recognized by ACCE. The motion was seconded and, after much discussion and debate failed to pass on a split vote. Uwakweh then made a motion for Board action that would require ACCE recognized Non Degree Programs to be instructed to state that the program is a "recognized industry based program by ACCE" to distinguish these programs from accredited degree programs. The motion was seconded and passed unanimously.**

The Board approved the Non Degree Recognition Committee's report.

**2.9.10 Nominating, Mark Benjamin for Bob Segner –**

**2.9.10.1 Benjamin introduced the slate of officers and trustees to the Board. This slate will be voted on in July 2011. The slate included:**

**Officers: Jim Goddard, President; John Gaver, Vice President; and Mike Holland, Executive Vice President.**

**Renewal of Educator Trustees: Tom Burns, John Schaufelberger, and Dianne Slattery.**

**2.9.10.2 Benjamin also announced the resignations of John Murphy and Keith Bisharat. These resignations maintain the required balance on the Board of Trustees.**

The Board approved the Nominating Committee's report.

**2.9.11 Associate Degree Program Directors, Mike Cooley –**

**2.9.11.1 Cooley reported that this caucus had no Board actions at this time.**

The Board accepted the Associate Degree Program Director's report.

2.9.12 Baccalaureate Program Directors, Mostafa Khattab –

2.9.12.1 Khattab reported that this caucus had no Board actions at this time.

The Board accepted the report of the 4-year Program Directors' Caucus.

2.9.13 Association/Industry Representatives, Charles Roesset –

2.9.13.1 No meeting of this caucus was held due to their participation in the IAB Roundtable event.

2.9.14 Student Learning Outcomes Task Force, Al Hauck for Tom Burns –

2.9.14.1 Hauck made a motion for the Board to sunset this Task Force since it was created to help ACCE efforts at re-recognition by CHEA in the area of student learning outcomes. Since this has now been accomplished, the Task Force recommends that it be sunset. The motion was seconded and passed unanimously.

The Board approved the Student Learning Outcomes Task Force report.

2.9.15 Self Assessment Task Force, John Schaufelberger --

2.9.15.1 Schaufelberger reported that Self Assessment had no Board actions at this time. The Task Force will recommend some document changes in July.

The Board approved the report from the Self Assessment Task Force, as noted.

2.9.16 Report on International Activities, Roger Liska –

2.9.16.1 Liska reviewed the recommendations of the International Activities Task Force included in Tab 7 and suggested that Board consider separately the Task Force recommendations related to each of the three current reciprocity agreements. This suggestion was accepted.

2.9.16.2 Liska made a motion for the Board to adopt the recommendations #1 through #4 related to the NBCMA in China as listed on page 7.1. The motion was seconded and passed unanimously.

2.9.16.3 Liska made a motion for the Board to adopt the recommendations #1 through #5 related to the CIOB in Great Britain that would have the effect of continuing our reciprocity with CIOB as listed on page 7.4. The motion was seconded and passed unanimously.

2.9.16.4 Liska made a motion for the Board to adopt the recommendations #1 through #3 related to the NTAB in Canada as listed on pages 7.4 and 7.5. The motion was seconded and passed unanimously.

The Board approved the International report from Roger Liska.

#### 2.9.17 Formation of Special Committee on Master's Degree Accreditation

Benjamin reported for the Executive Committee that they formed a special committee on Master's Degree Accreditation to review and administer the entire Master's Degree Accreditation process related to Standards, Guidance, Fees, etc. Liska was appointed Chair of this special committee and charged to form the membership of the committee and report to the Board in July at the Annual Meeting in Minneapolis.

#### 2.9.18 Board Action #3 on pages 3.23 to 3.26

Nellis asked that the Board decide what actions need to be taken relative to Board Action #3 listed on pages 3.23 to 3.26 regarding the request to accredited programs to provide improved information about their Mission, Academic Quality Plan, Student Achievement, and Program Admission Requirements on their respective websites in order to improve their communication with the general public. This was noted as a result of questioning from CHEA during ACCE's re-recognition process. ACCE must report to CHEA on progress in addressing this issue by November 2012. ACCE staff will follow up with accredited programs that are not compliant. Matrosic made a motion that this information be presented to the Board in July to determine if Board sanctions or actions are warranted at that time. After much discussion, the motion was passed on a split vote.

#### 2.10 Tax Resolution for the 2010 Annual Meeting – The Board approved the Tax Resolution for the 2010 Annual Meeting.

#### 2.11 Future Meeting Dates

2011 Annual Meeting, July 20 – 23, 2011 – Minneapolis, Minnesota

2012 Mid year Meeting, February 22-25, 2012 – Phoenix, Arizona

2012 Annual Meeting, July 25-28, 2012 – Kansas City, Missouri

#### 2.12 Other Business

2.12.1 Goddard recognized that a major contributor to ACCE successes in recent years, Susan Carson, passed away this year. The Board officially recognized Carson for this service and expressed its sadness at the news of her passing.

2.12.2 Benjamin reported on an initial "Proposal for Governance Reorganization" for ACCE based on the work small task force. (See PowerPoint slides for the details of the ideas in this initial proposal.) The background for this proposal is based on the responses to the Board Self-Assessment surveys and seeks to answer the question, "Should we reshape the structure of governance of ACCE after 35 years?" For example, if adopted, this initial proposal would focus the Board on major decisions related to key charges and strategy. The Board would focus on key issues related to Accreditation, Standards, Strategic Plan, and Leadership Development. Changes would seek to empower Board members to feel responsible for the role they play. Proposed changes to the By-Laws would enable the Executive Committee to make decisions, not just recommendations to the Board. Benjamin emphasized that this is just a first pass. Currently, the proposal is to

create a Board Task Force to explore this further and to further define a proposal for governance reorganization. Benjamin made a motion which was passed to create the Governance Reorganization Task Force charged with making specific recommendations starting at the Annual Meeting in July. The Board appointed Benjamin to chair this Task Force and Garza and Harris volunteered to serve. Other Task Force members, including at least three educators, will be determined.

2.12.3 Nellis led the Board in a discussion of the results of the Board's Self-Assessment Survey. These discussions are ongoing and will continue at the Annual Meeting in Minneapolis this summer.

2.13 Adjourn –

There being no further business, Nellis adjourned the meeting at 12:15 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Allan J. Hauck".

Allan J. Hauck, Secretary