



Annual Meeting 2018

Minutes

BOARD OF TRUSTEES

Friday, July 27, 2018

2:00 a.m. – 5:00 p.m.

- 1.1 Board Chair Cheryel Goodale called the meeting to order at 2:10 a.m.
- 1.2 Secretary Norma Andersen conducted roll call and announced there was a quorum.
Present: Norma Andersen, Charles Berryman, Hank Bray, Richard Burt, Sean Foley, Bill Good, Cheryel Goodale, Allen Hauck, Susan Labas, Murray Jones, John Schaufelberger, Khalid Siddiqi, Greg Zick and Mike Holland.
Absent: Dan Belcher, Rebecca Burleson, Tamara Crooks, Marty Garza for Lauren Collins, John Gaver, Mostafa Khattab for David Gunderson, Bob Meyer, Robert Ries, Carl Roegner, John Schmidt, Andrew Yantis
Guests: Chris Gordon, Mike Safavi, Joe Sapp, Charles Roesset, Don Schafer, Sheryl Dodd-Hansen, Kerin (Dane) Dodd-Hansen, Charley McIntyre, Alan Bond
- 1.3 The minutes from the Mid-Year Meeting in February, 2018 were approved unanimously.
- 1.4 Discussion of Self Evaluation Survey - Cheryel Goodale

Cheryel discussed the items in the self-evaluation. Scores for the self-assessment were positive. Suggestions for actions included: revisiting questions on the survey, asking a committee member to attend meetings if chair unavailable, and continue conference calls between meetings to help facilitate collaboration.
- 1.5 Report on Executive Session – Cheryel Goodale
 - Approved seven reaccreditations.
 - Approved three extensions.
 - Mike Holland’s performance was reviewed and he was reappointed for the next year.
- 1.6 Treasurer’s Report – Greg Zick and Mike Holland
 - They are looking at QuickBooks to identify what the issues are and where the problems occurred. These will be identified and straighten out as soon as possible.

- The Board appointed a taskforce to evaluate if an external audit is needed. They will report to the Board every two weeks.

1.7 President's report – Mike Holland

- Has been working with the Marketing Committee. The new logo has been approved and the branding process is ongoing.
- Must reach out to the cadre of volunteers to enhance the marketing and awareness of ACCE.
- Attended the ASC Conference in Minneapolis and did several presentations.
- Continues to strengthen the work of the committees between meetings.
- Increased the communication between mentors and candidate programs, as well as board appointed mentors.
- The International Task Force has worked out a draft process to pilot a few non-domestic programs for accreditation.
- ANSAC within ABET will continue to be a serious competitor. It appears two more programs are going to change accreditation organizations. We must stay focused on the strengths of ACCE accreditation.
- Currently have 74 four-year programs, 13 two-year programs, five master degree programs and 14 candidate programs (8 + 6).
- Mike ended his report by giving the Board notice that May 1 he will be retiring. He will stay through the transition period.

1.8 Executive Committee Report – Cheryel Goodale

- Accreditation had seven visiting team reports, 22 progress reports and is actively piloting web-based Accreditation.
- There were no scholarships awarded from the Dupree Education Fund.
- Recognition Committee is developing a list of non-degree programs.
- Industry Liaison had no Board actions and reported the 2019 IAB is planned and they are finalizing everything.

1.9 Additional Board Action Items – Cheryel Goodale

John Schaufelberger move the approval of Board Actions

- Document 3.1-3-4 to sunset the Strategic Planning Committee, then move the responsibility for the Strategic Plan to the Board. In addition, clarify the past Board Chair serve as the Chair of the Leadership Development Committee. Motion was approved.
- Document 3.5-3.6 to separate Document 103 into three separate documents 103 A, 103 B and 103 M) that are all aligned. Changes in one affect all three. In addition the Document 103 M will be more Outcome Based. Minor edits were made a

- needed to clean up the documents. Changes in the 103 A and 103 B will be effective June 2019 for self-studies and for fall visits 2019. Changes in 103 M will be effective June 2020 for self-studies and fall visits 2020. Motion was approved.
- Scores for the self-assessment were positive. Suggestions for actions included: need for BOT members to continue reading Visiting Team Reports carefully, revisit the Strategic Plan, oversee the budget, and communicate criteria and eligibility for Board and Committee positions.

1.10 Board Committee Reports / Requests for Board Action

1.10.1 Accreditation –Khalid Siddiqi, Chair

- There were seven reaccredited programs and 3 extension approved by the Board.
- The Accreditation Committee approved 22 progress reports.

1.10.2 Standards -- Abdol Chini, Chair

- Reported that Standards discussed the timeline for the Standards review for the next 2 year cycle for changes and/or modifications. They will also discuss issues brought forward by the Council of Chairs. Three taskforces will be appointed one for each 103 document to address suggested changes.
- Discussed issues brought forward from the Council of Chairs. Issues concerning SLO 9 were also discussed.

1.10.3 Finance

- Same as the Treasurer's Report.
- John Schaufelberger moved that the budget – Tab. 3.65 – be approved. Bill Good seconded. The motion was approved.

1.10.4 Marketing and Communications – Susan Labas

- Susan noted there is a \$20,000 line item for Marketing in the budget. There are no expenses at this time. If there are expenses, they will be processed through the approval process.
- Al suggested the ambassador and peer work be a priority for the committee and the Board. All Board members are ambassadors and will receive a flash drive with new marketing and promotional materials.

1.10.5 Council of Chairs -- Craig Capano, Chair

- No Report.

1.10.6 Leadership Development—Allan Hauck, Chair

1.10.6.1 Nominations for Officers

- Secretary – Richard Burt
- Treasure – Greg Zick

1.10.6.2 Nominations for Board Trustees

- Public Interest Trustee – Carl Roegner
- At large Trustee – Rogers Hunt, Richard Burt, Chuck Berryman, Allen Hauck and Khalid Siddiqi
- Industry – Ed Wynal and Pam Dullum

1.10.6.3 Nominations for Secretary, Treasurer, President

- Treasurer – Greg Zick
- Secretary – Richard Burt
- President – Mike Holland

1.10.7 Membership Task Force

- John presented the report of the Membership Task Force. After discussion and some suggested improvements, the amended report was approved by the Board. John will now prepare revised By-Laws language to incorporate the new membership categories and distribute them to Board members by mid-August. The Board will have 30 days to review the revised By-Laws and suggest any modifications. After the 30-day review, the Board Chair will conduct an electronic vote regarding whether or not to approve the By-Laws revisions.

1.11 Report on International Activities Tab 6-3

There has been contact with a couple of international programs. In addition we have reached out to China to renew the Reciprocal Agreement. We have renewed reciprocal agreements with CTAB and CIOB.

1.12 Election of Board of Trustees – Cheryel Goodale

- 1.12 It was moved and seconded to approve the nominations to the Board. Motion was approved.

1.13 Seating of new Board

- 1.13 The new Board was seated.

1.14 Election of Secretary, Treasurer, President

- 1.14 It was moved and seconded to approve the nominations for Treasurer, Secretary and President. Motion carried.

1.15 Committee Chair and Committee Member recommendations – Cheryel Goodale

- 1.15 The following changes were recommended.
Standards – Add Jerry Gao

Marketing – Chuck Berryman as vice chair

Remove Robert Meyer from committees.

Recognition – Add Tom Burns, Bob Pyle and Pam Dullum

1.16 Confirmation Committee Chair and Committee Members – Cheryel Goodale

It was moved and seconded that the committee recommendations be approved. Motion was approved.

1.17 Other Business – Cheryel Goodale

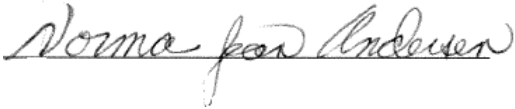
There was no other business to come before the Board.

1.19 Future Meeting Dates – Cheryel Goodale

- i. 2019 Mid Year Meeting – February 20 – 23, 2019 – Houston, Texas
- ii. 2019 IAB Event – February 20, 2019 – Houston, Texas
- iii. 2019 Annual Meeting – July 24 – 26, 2019 – Philadelphia, Pennsylvania

1.20 Adjourn at 4:30 PM

Respectfully Submitted.



Norma Andersen, Secretary

