



Accrediting Commission of Career Schools and Colleges

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To: *Accredited Members and Other Interested Parties*
From: *Jack Forrest, Chair and Michale S. McComis, Ed.D., Executive Director
The Accrediting Commission of Career Schools and Colleges (ACCSC)*
Date: *October 15, 2009*
Re: *Request for Nominations for Commissioner Vacancies*

On behalf of the Accrediting Commission of Career Schools and Colleges (ACCSC) and in accordance with the organization's *Bylaws*, the ACCSC Nominating Committee invites the submission of potential candidates for election to serve on the ACCSC Board of Directors as a Commissioner.

During this nomination cycle, the ACCSC Nominating Committee is charged with filling four (4) vacancies on the Commission to serve the following terms:

- 2 School Commissioners for terms extending through June 30, 2014.
- 2 Public Commissioners for terms extending through June 30, 2014.

The two vacant School Commissioner seats will be filled through the membership election process, while the two vacant Public Commissioner seats will be appointed by the Commission after the members of the Corporation have had the opportunity to comment, as set forth in *Section 1.04* of the ACCSC *Bylaws*.

Specific eligibility requirements for service on the Commission are defined in the *Bylaws* as follows:

School Commissioners: Proprietors or *bona fide* executives of members of the Corporation [schools]... who have been elected to serve on the Commission... The Commission shall not have among its membership more than one (1) School Commissioner affiliated with a single member of the Corporation or with members of the Corporation under common ownership and control.

Public Commissioners: Persons with an interest and expertise in employment, education and training who (i) have been engaged as employers, in government, postsecondary education, public, adult or vocational education and in similar or allied fields; (ii) are not employees, members of the governing board, owners, shareholders, or consultants of an institution that either is accredited by the Commission or has applied for accreditation by the Commission; and (iii) have been appointed to serve on the Commission pursuant to Section 1.05 herof.

Requirements of an ACCSC Commissioner:

In order to conduct business in an effective manner that is supportive of ACCSC activities and goals, the Commission meets and participates in several activities throughout the year. An annual schedule includes the following¹:

- Attendance at four five-day meetings a year;
- Attendance at the Commission's Annual Meeting of the Corporation;
- Attendance at minimally four conference call meetings, one per quarter; and
- Committee work in one of the Commission's policy areas.

¹Travel and expenses for all Commission-related activities are reimbursed by the Commission.

The Commission's meetings require significant preparation as each Commissioner contributes to the accreditation actions taken based on the information provided by the schools in addition to an array of ongoing committee work. Moreover, maintaining high standards of honesty, integrity and impartiality by the Commission is essential to its proper performance and to achieving a high level of confidence by accredited schools in the Commission and the accrediting process. The avoidance of misconduct and conflicts of interest on the part of the Commissioners through informed judgment is indispensable. For this reason, a strict code of conduct is required of all Commissioners. Please be advised that a file check will be made regarding the status of a nominee's school(s) as well as reference and background checks prior to the interview stage.

Serving on the Commission involves a strong commitment to higher education. It is an opportunity to improve the quality of all accreditation activities and to network with an array of outstanding people in the field. We hope that you will give serious consideration to serving on the Commission or in helping to identify the best people to function in this capacity.

Nominees should submit the enclosed Call for Nominations to the Commission Part I & II, accompanied by a current resume. ***The deadline for submission is November 16, 2009.*** A reminder for the deadline of submissions will be distributed electronically to ACCSC membership and other interested parties on November 2, 2009.

If you have any questions or comments regarding the requirements of serving as an ACCSC Commissioner, please contact Michale McComis, Executive Director, at 703.247.4520 or via e-mail at mccomis@accsc.org. For question concerning the submission of the Commissioner nomination forms, please contact Holly Miller at 703-247-4524 or via email at hmillier@accsc.org.



Accrediting Commission of Career Schools and Colleges

CALL FOR NOMINATIONS TO THE COMMISSION

Nomination Form-Part I

Nominee Information:

Name _____

Title _____

Institution _____

Address _____

City, State, Zip Code _____

Phone _____

Fax _____

E-Mail Address _____

Corporation Name _____

By submitting this nomination, I attest that I am a proprietor or bona fide executive of a school accredited by ACCSC and that my school is not affiliated with any other school represented by a sitting ACCSC Commissioner.

Signature

Date

Please return this form along with the Nomination Form-Part II, to the following address no later than November 16, 2009.

Michale McComis, Ed.D.
Executive Director
ACCSC
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201



CALL FOR NOMINATIONS TO THE COMMISSION

Nomination Form-Part II

Please answer the following questions:

1. Please list your educational background.
2. Please list your experience in management and leadership in postsecondary career-oriented institutions.
3. How do you think your education and experience will support and form your role as an ACCSC Commissioner and Board Member?
4. What motivated you to put forth this nomination to be an ACCSC Commissioner and Board Member?
5. What is your general philosophy regarding accreditation?
6. Please attach a current resume.

Fiduciary Duties of Commissioners

Directors are in a position of trust and accordingly have a legal duty to act primarily for the benefit and in the best interest of the corporation. These duties are further defined as follows:

1. Duty of Care

A director may not profit at the expense of his corporation and in conflict with its rights; he may not for personal gain divert to himself the opportunities which in equity and fairness belong to his corporation.

- Business Judgement Rule

Directors are required to use their independent judgement. In the discharge of their duties, directors must act honestly and in good faith and must exercise the degree of skill, prudence and diligence as an ordinary prudent person would exercise in the management of affairs of like magnitude and importance.

-This involves a duty of taking appropriate steps to become informed and making decisions after reasonable deliberation.

-Active engagement. Ask questions.

-The rule permits directors to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by:

- Other officers or employees
- Legal counsel, accountants for matters which reasonably fall within a person's professional or expert competence
- A committee that merits confidence

2. Duty of Loyalty

- A. Directors must act in the best interests of the corporation
- B. Directors must avoid any conflict of interest (showing-out). A conflict of interest is one which would reasonably be expected to exert an influence on the director's judgement if he were called to vote because of beneficial interest.
- C. Directors must not engage in self-dealing (Corporate Opportunity Doctrine) Directors may not exploit their positions as fiduciaries to divert business opportunities to themselves
- D. Directors must be impartial and must not consider the interests of anyone besides the corporation when making business decisions.

3. Duty of Confidentiality

Directors have a duty to preserve the confidentiality of the affairs of the corporation. This includes, among other things, discussions and deliberations that occur during executive session and the records of schools under review.

4. Duty of Management

- Establish mission and purpose
- Engage in organizational planning/strategic plan
- Hire executive personnel/Director – periodically review performance
- Allocate and manage resources/budget

DISCLOSURE OF INTERESTS

To be submitted for each school represented by the nominee

Pursuant to the Code of Conduct of the Accrediting Commission of Career Schools and Colleges (ACCSC), I hereby disclose to the Commission my current interests in schools that are accredited or may seek to become accredited by ACCSC. I further certify that this submission fully and accurately sets forth all of my interests, financial and otherwise, in schools that are accredited or may seek to become accredited by ACCSC.

Please provide the following information:

Name of School: _____

Location of School: _____

Programs Offered at School: _____

Nature of Interest

Ownership (e.g., partnership, sole proprietorship, ownership of stock or school assets):

Security (e.g., mortgage, lien, or other debt instrument held against school or its assets):

Employment (e.g., employee, consultant, or independent contractor):

Managerial (e.g., corporate director or officer): _____

Other (please describe): _____

Percentage of Interest held by:

Self _____ Spouse _____ Child _____ Other Relative (specify) _____

I hereby permit the Nominating Committee to conduct a review of Commission files on schools I have been associated with and to conduct a background and reference check.

Signature: _____

Date: _____



Commissioners Continuing in Service July 2010

Ronald Blumenthal

School Commissioner 2007-2011
Kaplan University
Chicago, Illinois

Beth Wilson

School Commissioner 2008-2012
Corinthian Colleges, Inc.
Santa Ana, California

Joel English, Ph.D.

School Commissioner 2009-2011
Centura College
Virginia Beach, Virginia

Don Harris

School Commissioner 2009-2013
Lincoln Educational Services
West Orange, New Jersey

Susan Johnson

School Commissioner 2008-2012
Gemological Institute of America
Carlsbad, California

Kristi Mollis

School Commissioner 2009-2013
Everglades University
Boca Raton, Florida

Allan Sharpe

School Commissioner 2008-2012
Western Technical College
El Paso, Texas

Malvin Williams, Ph.D.

Public Commissioner 2009-2013
Alcorn State University, *Retired*
Alcorn State, Mississippi

David Wolf, Ph.D.

Public Commissioner 2007-2011
Western Association of Schools and Colleges,
Retired
Santa Rosa, California