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| **MEAC Board of Directors**  **Annual Meeting** | | | | **Date:10/22/2013** | |
| **Time convened** 8:30 am PDT  **Time adjourned:11:45 am** | |
| **Type of Meeting:**  In Person | |
| **Attendees:** | | Board members: Nichole Reading, Kathryn Montgomery, Henci Goer, Mary Yglesia, Heidi Fillmore, Kristi Ridd-Young  Staff: Sandra Bitonti Stewart, Anana Integre, Jo Anne Myers-Cieko, Karin Borgerson, Trixi Packmohr, Jessica Kelly-Shaieb | | | |
| **Absent:** | | Sheila Simms-Watson, Jeanne Madrid, Andrea Ferroni | | | |
| **Notes taken by:** | | Karin Borgerson, Jessica Kelly-Shaieb | | | |
| ***Minutes*** | | | | | |
| **Agenda Item:** | Board Training and Professional Development – Benchmark Scoring | | **Presenter:** | Jessica Kelly-Shaieb | |
| **Documents:** |  | | | | |
| **Discussion:** | Jessica presented.  Board comments:  -Scores will need to be explained clearly to schools.  -As forms are updated, make clear visual distinction between benchmarks, keep notes in chronological order.  -When re-accreditation cycle kicks off, include previous report to remind school of what was scored 1.  -How prescriptive can we be in interim report requirements?  -Discussion about developing P&P around communication between school, staff, ARC. To P&P committee | | | | |
| **Conclusions:** |  | | | | |
| **Action Items** | | | **Person Responsible** | | **Deadline** |
| * Train schools during next member schools meeting * Consider development of policies and procedures regarding communications between schools, staff and ARCs – refer to P&P Committee | | | Jessica  Karin | | 11/18/2013  1/2014 |

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| **Agenda Item:** | Board Training and Professional Development – Student Achievement Benchmarks | **Presenter:** | Karin Borgerson | |
| **Documents:** |  | | | |
| **Discussion:** | Karin presents PowerPoint presentation on student completion rates, new Benchmark language, and calculation tools.  Board requests clarification and discusses implications of requirements.   * What do we do about changed programs? * What do we do about leaves of absence? * Should calculations be the same for all programs? | | | |
| **Conclusions:** |  | | | |
| **Action Items** | | **Person Responsible** | | **Deadline** |
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| **Agenda Item:** | Governance | **Presenter:** | Sandra Bitonti Stewart | |
| **Documents:** | Proposal to MEAC Board on Agency Governance\_2013\_10; Nominations Committee Report\_2013\_10 | | | |
| **Discussion:** | Action: Proposal for new governance structure  Sandra presents proposal for restructuring of agency governance. Reviews concerns with current structure. Proposals: increase to 11 people; reduce number of full board meetings to bi-monthly to make space for smaller group work; shift work to committee level to reserve Board space for final decision making; exec committee member length to 2 years; change vice president to a president-elect role; appoint 7 standing committees as described in proposal document.  Board comments:   * New structure would require nurturing and accountability on each committee by way of a committee chair and check-in with full board. * Is a bi-monthly Board meeting enough time for accreditation work? * Will individuals have enough time and ability? * Expectations (of committee members and committees) must be clearly defined. * Increased Board size will increase expenses but budget will support it?   Motion to increase Board size to 11: Mary. Second: Kristi. Abstain: None. Opposed: None.  Motion to change Vice President role to that of President Elect, leaving other Executive Committee members intact and increase term limits for each role to 2 years:  Henci. Second: Kathryn. Abstain: None. Opposed: None.  Motion to adopt a committee structure as outlined in the document with flexibility to rename committees as needed: Nichole. Second: Henci. Abstain: None. Opposed: None.  Action: Executive Committee Transition  Kristi presents plan for transition plan to new Executive structure: All Executive Committee members will remain in place for another year. Mary Yglesia will become President in Fall 2014 to allow an opening for a new Treasurer at that time. Heidi Fillmore will act as Vice President until Fall 2015, at which time a President-Elect will be elected to assume the role as outlined above.  Motion to elect officers for the transition as presented by the Nominations Committee: Nichole. Second: Heidi. Abstain: Mary. Opposed: None.  Action: Nominations for New Board Members  Board discusses nominations process and merits of the candidates. Concern that process is less robust when there are 4 candidates for 4 positions. Suggestion for future to allow re-election to occur by the Board, only putting new candidates on slate for Member School vote.  Motion to accept all 4 nominated members listed in the Nominations Committee Report for the slate of candidates to be voted upon by the Member Schools: Kathryn. Second: Nichole. Abstain: None. Opposed: None.  Action: Schedule for Board Meetings January – April 2014  MEAC BOD January 22, 2014, 12:00-2:00pm EST  MEAC BOD February 26 , 2014, 11:30-1:30pm EST  MEAC BOD March 26, 2014, 12:00-2:00pm EST  MEAC BOD May 21, 2014, 12:00-2:00pm EST | | | |
| **Conclusions:** |  | | | |
| **Action Items** | | **Person Responsible** | | **Deadline** |
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| **Agenda Item:** | Wrap up and Evaluation | **Presenter:** | Sandra Bitonti Stewart | |
| **Documents:** |  | | | |
| **Discussion:** | Board Members complete evaluation forms. | | | |
| **Conclusions:** |  | | | |
| **Action Items** | | **Person Responsible** | | **Deadline** |
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