|  |  |
| --- | --- |
| **MEAC Board of Directors Meeting Minutes**  | **Date:** April 11, 2017 |
| **Time Convened:** 1pm EDT**Adjourned:**3pm EDT |
| **Type of Meeting:** Conference Call |
| **Attendees:** | Courtney E., Henci G., Abigail A., Nichole R., Heidi F., Kristi R-Y, Karen E. (joined the call before accreditation decisions); Cassaundra J. (left call before accreditation decisions); Ana V. (left call before FSTM vote) *Observing new BOD members: Rachel Hargy, Diana Snyder, Safiya McCarter* |
| **Absent:** |  |
| **Notes taken by:** | Nichole R and Abigail A. |
| ***Minutes*** |
| **Agenda Item:**  | Call to Order, Intros, Check in  | **Presenter:**  | Nichole Reding |
| **Documents:** |  |
| **Discussion:**  | Introduction of new board members (Rachel Hargy, Diana Snyder, Safiya McCarter) – Not voting, will be recused during accreditation discussionsIntroduction of new accreditation coordinator (Amari Fauna) Good bye Julia: Board shared well wishes and gratitudeED hire check in: There was a lot of pressure to move the process forward quickly. The full Board agreed to the timeline and the process back in December. We were already behind on our timeline by the time of the EC meeting in Salt Lake, and the EC suggested just doing an electronic vote. Courtney recommended a Board call for buy in and transparency. The result didn't satisfy anyone or any of the needs. We've learned some lessons, some of which will continue to trickle in to what we do and how we do it. The EC has realized that we, as a board, need further training about how we make decisions especially if a committee or an ARC has been charged with doing the research required to propose a final vote. The EC will address and do some board training in this regard. Two top candidates were selected by the Search Advocate Committee, with a plan to offer the position directly. Addendum: On 4/21 Dr. Timberly Robinson accepted the position of MEAC's new ED. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| Change to P+P ? | Change to standards | Change to website?  | Change to other? |
| Notify? | Notify? | Notify? | Notify? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item:**  | Consent Agenda | **Presenter:**  |  |
| **Documents:** | Financial Reports (2 appendices) |
| **Discussion:**  | Nichole introduced the process of consent agenda to new board members Financial Reports: Henci asked about whether we should have/should be approving an updated 2016-2017 budget based on all the staff changes. Finance committee discussed this and decided that because of all the changes the approved budget stood, and the BOD should be reviewing budget vs. actual to ensure we are able to remain within our means.Minutes not ready for vote yet.Heidi motion; Abigail second; new BOD members abstained; none opposed motion passes. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| Change to P+P ? | Change to standards | Change to website?  | Change to other? |
| Notify? | Notify? | Notify? | Notify? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item:** | Call for EC nominations | **Presenter:**  | Nichole Reding |
| **Documents:** |  |
| **Discussion:**  | Nichole stepping down. EC discussed at the in person meeting and developed an interim plan for leadership. Propose an interim structure that will need BOD discussion and vote soon: 2 VP/Co-Chairs: Kristi as Governance/Outreach; Heidi as Accreditation; Abigail as Secretary and Cassaundra as Treasurer. New structure will be discussed by full BOD over the next few months to vote on and establish by Fall in person (with new ED) |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| Change to P+P ? | Change to standards | Change to website?  | Change to other? |
| Notify? | Notify? | Notify? | Notify? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item:**  | Report from the EC meeting | **Presenter:**  | Abigail Aiyepola and Heidi Fillmore |
| **Documents:** | Minutes from EC Meeting  |
| **Discussion:**  | Abigail and Heidi shared brief governance and accreditation summary from in person EC meeting held in SLC from April 1-3. See detailed EC minutes for more. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| Change to P+P ? | Change to standards | Change to website?  | Change to other? |
| Notify? | Notify? | Notify? | Notify? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item:**  | USDE Compliance Report | **Presenter:**  | Courtney Everson |
| **Documents:** |  |
| **Discussion:**  | Courtney E shared brief summary and status update of USDE Compliance Report – Report in timely. MEAC will send new ED, Courtney, and Kristi to D.C./NACIQI in the fall. We will continue to work on things, but we had to be in compliance with items found out of compliance by 3/10/17. We were able to demonstrate compliance in each of three areas in which we were found out of compliance. We will continue with process of quality improvement. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| Change to P+P ? | Change to standards | Change to website?  | Change to other? |
| Notify? | Notify? | Notify? | Notify? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item:**  | BMS MR-2017-02-01 | **Presenter:**  | Kristi Ridd-Young |
| **Documents:** |  |
| **Discussion:**  | Recused: Heidi F and Ana V Karen E. motion to accept the IBR report as presented.Henci seconds the motionAbstaining: new BOD membersCassaundra left the callNone opposed Motion passes |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| Change to P+P ? | Change to standards | Change to website?  | Change to other? |
| Notify? | Notify? | Notify? | Notify? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item:**  | NCM CR-2017-03-10 | **Presenter:**  | Heidi Fillmore |
| **Documents:** |  |
| **Discussion:**  | Philippines onlyRecused: CassaundraMotion: Nichole - The Board accepts the documentation provided by NCM and CHED demonstrating that NCM is not prohibited by CHED from providing education in the Philippines. Heidi seconds the motionNew BOD members abstaining. None opposed. Motion passes. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| Change to P+P ? | Change to standards | Change to website?  | Change to other? |
| Notify? | Notify? | Notify? | Notify? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item:**  | FSTM MR 2017-03-06 | **Presenter:**  | Nichole Reding |
| **Documents:** |  |
| **Discussion:**  | Recused: Rachel H.Motion by Kristi R-Y Monitoring Report: Accept the IBR report, and add date of 12/10/17 for submission of ECAR or an update on status.Courtney seconds the motion.Ana left the call before the vote. Diana abstaining. None opposed. Motion passes. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
|  |  |  |
| Change to P+P ? | Change to standards | Change to website?  | Change to other? |
| Notify? | Notify? | Notify? | Notify? |

Meeting Dates until June 2017

|  |  |
| --- | --- |
| ***BOD Meetings*** | ***EC Meetings*** |
| **Thurs, May 11, 2017 ( 1pm – 3pm eastern)** | **Mo, May 8, 2017 (1pm – 2pm eastern)** |
| **Thurs, June 15, 2017 ( 1pm – 3pm eastern)** | **Mo, June 5, 2017 (1 pm – 2 pm eastern)** |