

MEAC Board of Directors Meeting Minutes	Date: 05/11/2017
	Time Convened: 1:00 pm ET
	Time Adjourned: 3:15 pm ET
Type of Meeting: Call	
Attendees:	Cassandra Jah, Karen Ehrlich, Ana Vollmar, Diana Snyder, Heidi Fillmore, Abigail Aiyepola, Courtney Everson, Henci Goer, Kristi Ridd-Young, Rachel Hargy, Timberly Robinson, Rachael Bommarito, Trixi Packmohr, Amari Fauna
Absent:	Nichole Redding
Notes taken by:	Draft Minutes taken by Rachael Bommarito and Amari Fauna Minutes edited for board approval by Abigail Aiyepola

Minutes

Agenda Item:	Short Updates and Consent Agenda	Presenter:	Kristi Ridd-Young
Documents:	Minutes from 03/09 and 04/11; Financial statements; School Status Report		
Discussion:	<p>Kristi shares appreciation for Nichole and the work she has put in as Board President.</p> <p>Welcome Dr. Timberly Robinson, our new ED.</p> <p>Andrea Ferroni is now employed as staff and is training to review the Annual Reports.</p> <p>Courtney shares that Allyson Juenau Butler, CPM, has been hired as a contractor to develop the Peer-to-Peer Mentoring (FAM Grant) program. July 1 is the projected launch date. The program is expected to combine virtual resources with in-person workshops to connect current schools with aspiring schools. Additionally, there is a plan for monthly or quarterly webinars on topics for best practices.</p> <p>Minutes: Board discussion regarding some inconsistencies found within board meeting minutes. Kristi proposes that minutes draft from 03/09 and 04/11 be pulled from consent agenda and outstanding concerns resolved. Note for future minutes that comments and corrections are brought to entire board prior to the Board Meeting and the consent agenda during the meeting is a formal approval of all minutes with suggested edits already implemented. Abigail requests clarification of the timeframe for minutes review, generally seven days after Board Secretary receives drafted minutes. Henci proposes that comments, questions are sent to Abigail to act as clearinghouse for comments and updates sent to Board. Abigail agrees.</p> <p>Kristi recommends tabling this discussion. Action item: Abigail will create a proposal of the timeframe and process for reviewing meeting minutes.</p>		
Conclusions:	Motion: Ana moves to accept consent agenda without minutes. Karen seconds. Recusals: none. Abstentions: none. Opposed: none. Motion passed.		

Action Items		Person Responsible	Deadline
✓	Correct 03/09/17 recused/abstained concern for Karen on 03/09/17 minutes.	Rachael	Done.
✓	Send minutes amendments to Amari for correction.	Ana	Done
✓	Propose timeline and procedure for reviewing and updating meeting minutes	Abigail	Next EC mtng
✓	Paginate board minutes	Abigail	(5/22)
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	Governance Issues: Co-President updates	Presenter:	Kristi
Documents:	Division of Duties		
Discussion:	Kristi affirms that the Board vote was for her to act in the Interim President role. She is sharing duties with Heidi. Kristi will facilitate governance responsibilities, while Heidi will facilitate accreditation responsibilities.		
Conclusions:			
Action Items		Person Responsible	Deadline
✓			
Change to P+P ?	Change to Handbook?	Notify public or schools?	

Agenda Item:	Policies and Procedures: Teach-Out	Presenter:	Ana
Documents:	Detailed Edits document sent.		
Discussion:	<p>New language is proposed for continued monitoring of schools in teach-out mode. Schools in teach-out will no longer be tracked for completion and retention benchmark. Also proposed update to situations that would initiate a teach-out.</p> <p>Courtney asks if the workgroup considered compliance with federal regulations regarding teach-outs. Ana answers that a specific cross-check was not conducted, though the language is still in keeping with Policies and Procedures. Courtney agrees to conduct the cross-check.</p> <p>Kristi asks for clarification on student monitoring. Ana confirms that while institutions/programs would no longer be tracked for completion and retention, that routine monitoring of student status would still fall under Annual Reports. Henci shares that the P&P on teach-outs does specify that teach-out plans include plans for students enrolled in the program being closed, which provides MEAC authority to track students to ensure that the plan is implemented.</p>		
Conclusions:	<p>Motion: Courtney moves to accept recommended edits to the teach-out policy as recommended by the committee contingent upon the verification that this would remain in compliance with NACIQI standards. Ana seconds.</p> <p>Abstentions: None. Opposed: None. Motion carries.</p>		
Action Items		Person Responsible	Deadline

✓ Crosscheck proposed language with Federal regulations.	Courtney	
✓ III.G.4 on pg 31, section needs to be updated.		
Change to P+P ?	Change to Handbook?	Notify public or schools?

Agenda Item:	Accreditation Activity: MLL Monitoring Report	Presenter:	Henci Goer
Documents:	MLL_2017_03_01MR_IBR Report		
Discussion:	Board discusses findings re. III.B4 and VII.B2. III.B4 Training looks thorough. IBR recommends monitoring report to demonstrate that faculty <i>participated</i> in training (i.e., that class was held and there were attendees). VII.B2 IBR recommends Met-2 with no follow-up reporting.		
Conclusions:	Motion: Karen Ehrlich moves to find VII.B2 Met-2 with no follow-up reporting and III.B4 Met-2 with a monitoring report demonstrating that faculty participated in training. Heidi Fillmore seconds. Abstentions: none. Recusals: none. Opposed: Cassaundra Jah. (Cassaundra does not want to set a precedent for requiring monitoring reports with findings of Met-2.) Motion carries.		
Action Items		Person Responsible	Deadline
✓ AC confer with IBRs re. MR due date.	Amari Fauna	5/29/17	
✓ AC write Board Report and notify school of Board findings.	Amari Fauna		
Change to P+P ? no	Change to Handbook? no	Notify public or schools? MLL	

Agenda Item:	Accreditation Activity: BMS Monitoring Report	Presenter:	Kristi Ridd-Young
Documents:	BMS_MR_2017-04-13_IBR_Report		
Discussion:	Heidi and Ana exit the call and JoinMe. Board discusses findings re. V.D1.		
Conclusions:	Motion: Cassaundra moves that the board make a finding of Not Met and require a monitoring report in 6 months demonstrating (1) that the school has notified the affected students that it is not legally authorized under applicable state law, and (2) that the school is seeking authorization in any state where it has currently-enrolled students. Karen seconds. Recusals: Heidi and Ana. Abstentions: none. Opposed: none. Motion carries.		
Action Items		Person Responsible	Deadline
✓ AC writes Board Report and notifies school of Board decision.	Amari Fauna	5/29/17	
Change to P+P ?	Change to Handbook?	Notify public or schools? BMS	

Agenda Item:	Accreditation Activity: NCM Compliance Report	Presenter:	Ana
Documents:	NCM CR 2016_12_30		
Discussion:	Heidi and Ana join the call and JoinMe. Cassaundra exits the call and JoinMe. Board discusses findings re: III.C2 and III.E2.		
Conclusions:	Motion: Henci moves to accept the IBR report. Kristi seconds. Recusals: Cassuandra. Abstentions: None. Opposed: None. Motion carries.		
Action Items		Person Responsible	Deadline
✓	AC write Board Report and notify school of Board decision.	Rachael Bommarito	5/29/17
Change to P+P ?	Change to Handbook?	Notify public or schools? NCM	

Agenda Item:	Accreditation Activity: NCM Monitoring Report	Presenter:	Ana
Documents:	NCM MR 2016_12_30		
Discussion:	Board discusses findings.		
Conclusions:	Motion: Karen moves to accept the IBR report. Kristi seconds. Recusals: Cassaundra. Abstentions: None. Opposed: None. Motion carries.		
Action Items		Person Responsible	Deadline
✓	AC write Board Report and notify school of Board decision.	Rachael Bommarito	5/29/17
Change to P+P ?	Change to Handbook?	Notify public or schools? NCM	

Agenda Item:	Accreditation Activity: NCM Compliance Report	Presenter:	Ana
Documents:	NCM CR 2017_03_10		
Discussion:	Board discusses findings in light of prior Board meeting to expedite a portion of this report.		
Conclusions:	Motion: Ana moves to accept the IBR report with addition of a follow-up monitoring report demonstrating (1) that the school has notified the affected students that it is not legally authorized under applicable state law and (2) that the school is seeking authorization in any state where it has currently-enrolled students. Karen Ehrlich seconds. Recusals: Cassaundra. Abstentions: None. Opposed: None. Motion carries.		
Action Items		Person Responsible	Deadline
✓	ACs send language to Board, less recused members, to ensure consistency between NCM and BSM.	Amari and Rachael	5/15/17
✓	AC write Board Report and notify school of Board decision.	Rachael	5/29/17
Change to P+P ?	Change to Handbook?	Notify public or schools? NCM	

Next MEAC BoD Meeting: 6/15/17, 1-3pm EST