

Ubah Medical Academy
Board of Directors' Meeting
November 18, 2007

Present: Abdirashid Warsame, Ali Muse, Abdulalh Mohamed, Mohamoud Ismail, Jackie Oss, Nancy Abrecht, Abe Gadalla & Mohamed Osman.

Absent: Muhumed Ali, Abdi Muse & Ali Jama.

Ex-Office: Musa Farah, Heather Mansour, Abdirazak Hassan.

Guests: Dr. Larry Litecky and Dr. Mark Felsheim.

The Board chair, Abdirashid called the meeting to order at 5:10 P.M.

1. Approval of Agenda:-

The chairman, Abdirashid, asked the members, if there are any changes or additions to the already distributed agenda of the meeting. Jackie Oss requested to add Reviewing Adult Program under the old business.

Motion: To approve the agenda and add “Adult Education Program under the old business (Jackie Oss moved, Abe Gadalla seconded. Motion passed)

2. Approval of the previous meeting of October 28, 2007.

The previous meeting minutes were distributed and thoroughly reviewed by the board members.

Motion: To approve the minutes of the previous board meeting of October 28, 2007 (Nancy Albrecht moved, Abe Gadalla seconded. motion passed).

3. Century College President's Comments:-

Dr. Larry Litecky, the president of Century College introduces himself to the members of the meeting and informed them that they are the sponsor's of the three (3) schools (TIES, MIMS & UMA). He then highlighted the relationship between the two institutions since March 2007 that lacked proper communication, mentioning two major events that took place during that time:-

1. Sponsorship ended on June 30, 2007 and a question came into being whether they will continue the sponsorship for the three (3) schools or not.

A. Minnesota Board of Education has suggested that teachers be the majority of the board and added that so many contacts reached them through E-mails, stating various issues since that date. However, as a president, he didn't simply accept what people told him but rather, made sure the information. He stressed that he values the Community. Thereafter, he classified the information provided and later sent a letter to the administration of the three (3) schools, stressing that they want to share the concerns with them. He pointed out the main area to share with is "communication" and said, a lot of the issues received, lacked clarity. The president wants to know and see the implementation and clarifications of the following areas:

1.
 - a) Obligation of the school.
 - b) Open transparency of the board meetings.
 - c) How to communicate and to whom they communicate with.
 - d) Minutes of the Agenda of each meeting.
 - e) Procedures of the elections (when and how it occur). There must be election integrity.
 - f) Financial statements must also be clear with integrity.

Dr. Mark Felsheim intervened, adding that the procedure of handling a complain has to be inexistence. Both teachers & board members have to communicate, while issues have to be clear and tangible.

2. Decision of hiring or terminating an employee has to be clear and in place. There must be guide lines and a clear policy approved by the board & what sort of procedure such issue will go through. Procedures will help us implement decisions.
3. Board members must be trained and teachers must be the majority of the board.

The president concluded that they need ways to build solid relationship and inform the members that they have 12,000 head counts, where students can make use of it. More interactions and conversations connecting the high school and the college are needed. The following are the five (5) areas that we will have discussions in the future. He also mentioned his extensive experience in working with the communities in the twin cities and then suggested the following:-

1. Create Task Force between the college and the high school, mentioning to figure out the type of people they are.
2. This task force committee must submit recommendations before Jan 25, 2008.

He then asked the members the areas they are pleased with and how they are involved.

3. Comments of the members:

Jackie Oss said: At the end of quarter one (1) 102 students received honor grades. The school continues the Pace and C I S programs together with the admission possible, which helps students in getting admissions to various colleges & universities.

Nancy Albrecht said: the faculty and the administration together are dedicated to help students succeed and always try to find out what works with the kids. She concluded that, their faculty is marvelous. Abe Gadalla said that he is happy to see a lot of improvements since he started teaching.

Mohamoud Ismail also mentioned that, there is solid cooperation between the administration and the faculty members in solving issues. A guest parent also intervened and said that what struck him is the open system of the school administration that caters the concerns of the parents. This is really a positive and remedial step for all who care the institution.

Abdullah Mohammed said: our hope is to see our children achieving their goals and that will be useful for themselves as well as the country. Of course, this will come through mutual cooperation & collaboration between our two institutions.

The President then asked a question to the members, saying that, are there areas that we can help you in functioning better and achieving your goals? There was no response for a while, then, Musa Farah intervened in clarifying and elaborating the president's question, saying, as board members, do you have the capability and power to govern the institution?

Abdirashid, the chairman responded thereafter, saying that all board members had training last year by Bill Larson.

The President asked, what Bill Larson taught and talked about? Abdirashid responded: he taught the rules, regulations and policies of the board.

Nancy Albrecht asked the president: In order to have a connection between the college and the schools, to whom shall we contact? Mark Flesheim, then responded and said that he will be the "Point of Contact", who will help them in this regard.

The parent said again, in the private sector, they have capacity building programs and we can make similar programs as well, adding that some of the institutions provide grants to non-profit institutions and asked the president, how can they help in this regard?

The president said: they can help, for they have Continuing Education Department who can help and he became happy to have in touch with them, adding that the department will appreciate your meeting. We need better relationship from now than before.

Abdirashid Warsame said: there are a lot of areas to work on. Schools are better than last year and we like to hear from you if we are doing well or not. The president then left the meeting as the chairman escorted him to the front door during the short break.

4. Treasurer's Report:

Abdirazak Hassan, from the business office highlighted both the revenue and expenditure from July 1st to October 31st, 2007, which is based on 250 enrollments and concluded that the budget is on the right track so far.

Motion: To approve the YTD budget as submitted (Jackie Oss moved, Ali Muse seconded. Motion passed).

5. Co-Directors' Report:

A. Heather Mansour informed the members that After School Program have started on November 12, 2007 and will continue till April 2007. As designed, the program will run on Mondays after school for two and half hours (2 1/2), adding that Thursdays will be included as an optional day and they have huge number of students requested. All the staff members participated teaching including the administration, hoping that to achieve tangible results. They assigned two adults for each class. She also added that the budget to handle this program goes under Transportation and Curriculum votes. The purpose of the program is to upgrade their knowledge and to prepare them for Minnesota BST's and MCA's tests and to compete other similar schools.

Mark Felsheim from the Century College said: The biggest challenge is the reading score, which is a pre-requisite for every area in the college including "Critical Thinking". This must be connected with the college prep, adding that he can provide the administration with the particular person who heads the grants.

B. Musa Farah talked about enrollment update and informed the members that as of today the number of students is 293, which is above the projected number of 250. He also added that parking signs have been made around the school premises.

C. Action Items:

The chairman, Abdirashid Warsame, asked the members if they have any questions regarding the policies of board article numbers: 406, 407, 491 and 515. No questions or responses were raised. Then, the chairman tabled the issue and ordered the members to read and study again one more time, so that it can be discussed in the forthcoming board meeting.

7. Old business:

This item was also postponed for the next meeting since Mohamed Egeh was not present.

8. Adjournment of the meeting:

Before the meeting was adjourned, Mark Felsheim informed the members that he will be **the point of contact from now on**, adding that he must be contacted in order to be in a position to answer any question and concluded that communication is very important and we need to be informed.

Motion: To adjourn the meeting (Jackie Oss moved, Abe Gadalla seconded. Meeting adjourned at 7:25 pm).
