

## USHS Board Meeting Minutes

9/25/12

**Present:** Maxine Adelstein, Pat Aylward, Kimberlee Bach, Robert Jaffe, Lora Laird, John Laird, Carol Lee, Cheryl Ritenbaugh, Candice Salyers, Carolyn Shenmen, Susan Smith, Phil Sorensen, David Tierney, Lincoln Wachtel, Patricia Brady Walzer, John Whalen

**Absent:** Catherine Antunes, James Cotten, Walter Cowan, Isaac Goren, Dean Janeff, Bonnie Mitchner, Renata Parrino

Next meeting: Tues Oct 30, 2012, 2pm-4pm PST

### **Decisions:**

1. The minutes and public notes from Aug 28, 2011 were approved.
2. The proposal to open the following board committees to non-directors was approved:  
**Development, Community Relations and Enrolment, Facilities, Accreditation, Strategic Planning.**  
(The following committees may only be staffed by board directors: Executive, FOC, By-laws, Nominations, joint USHS/SSC board committee).

### **Accountabilities:**

1. Lincoln Wachtel to ask Monica for the names & telephone numbers of people who attended the promotional calls for the Masters programs, by 9/30/12
2. Maxine Adelstein to decide shortly after Wed 9/27 the decision deadline for whether to run the 4<sup>th</sup> year programs and/or whether to merge them, by 9/30/12
3. Cheryl Ritenbaugh, Maxine Adelstein and Carolyn Shenmen to develop a proposal for guidelines and administration of scholarship awards, by Oct 30.
4. John Laird to send Phil Sorensen and Cheryl Ritenbaugh information on how scholarship applications compare to previous years, by Oct 30.
5. Board members to email ideas regarding career paths for graduates to Cheryl Ritenbaugh, by Oct 30.
6. FOC reps to meet with the qayyum council to finalize a proposal regarding overhead accounting. Carolyn Shenmen to schedule the meeting. By Oct 30
7. John Laird to work off-line with Phil Sorensen to help prepare a time-line for changes to accounting system, by Oct 30.

### **Agenda:**

1. Enrolment report.
2. Path of Love program report.
3. FOC report
4. Development committee report
5. Report on board meeting with Sidi