MCI INSTITUTE

Administrative Meeting Minutes

Date: September 28, 2026
Meeting Type: Administrative Operations and Institutional Effectiveness
Time: 3:00 PM

Attendees:

- Mr. Bogdan Jasinski – School Director
- Dr. Tarek Halim – Director of Education
- Mr. Jess Scherr – Financial Aid Director/Student Services
- Ms. Christina Boyle – Assistant Director/Compliance

1. Institutional Operations and Administrative Oversight

- Administration reviewed daily institutional operations, including enrollment activities, academic schedules, staffing, student services, and clinical placement coordination.
- Mr. Jasinski: Reviewed institutional management priorities, including enrollment, staffing, financial planning, and allocation of resources to support institutional operations.
- Ms. Boyle: Provided updates on daily administrative operations, accreditation compliance, student documentation, and clinical placement coordination.
- Dr. Halim: Reviewed academic schedules, instructional operations, and student academic progression.
- Mr. Scherr: Reviewed financial aid administration, student services, and procedures for maintaining student records.

2. Academic Operations and Student Progression

- Administration reviewed student academic progression, instructional schedules, attendance monitoring, and faculty responsibilities.
- Dr. Halim discussed that there are currently no students on SAP warnings throughout the programs. Program Directors are overseeing students directly if placed on probation and ensuring they are meeting the terms.
- Ms. Boyle reviewed the importance of maintaining accurate student progress reports and attendance documentation to demonstrate compliance.
- Mr. Jess Scherr stated that instructors must enter student attendance and grades in a timely manner as it effects financial aid awarding.

3. Clinical Placement Coordination

- Administration reviewed clinical placement activities across applicable programs, including site availability and anticipated clinical start dates.
- Ms. Boyle provided updates regarding clinical affiliation communications and outstanding student placement requirements.

- Ms. Boyle updated the team on Ms. Camille Abadia's progress since transitioning into her new role.
- Dr. Halim emphasized the importance of students begin their clinical rotations on time and must satisfy all academic and attendance requirements if they are on SAP warning.

4. Financial Aid and Student Services

- Mr. Scherr reviewed students with financial aid balances that are not cleared for clinical placement.
- Mr. Jasinski stated he will be meeting with students individually prior to start of clinical to discuss any balance obligations.

5. Institutional Policies and Accreditation Compliance

- Ms. Boyle discussed that meeting minutes will be more detailed to ensure compliance with accreditation requirements.
- Mr. Jasinski emphasized administrative accountability expected from all program directors and instructors.

6. Institutional Effectiveness and Continuous Improvement

- Ms. Boyle discussed plans to schedule meetings to review and analyze institutional data in preparation for the upcoming ABHES and CAAHEP annual reports.
- Mr. Jess Scherr reported that he has collected graduate employment placement information from students who have picked up their Certificates of Completion.

Closing

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Administrative Meeting Sign-In Sheet

Date: September 28th, 2026

Time: 3:00 PM

Method of Distribution: Via Mailbox (Hard Copy & MCI Archive Meetings Link)

Mr. Bogdan Jasinski, School Director	Bogdan Jasinski
Dr. Tarek Halim, Director of Education	Tarek D. Halim
Mr. Jess Scherr, Financial Aid Director	Jess Scherr
Ms. Christina Boyle Asst Director/Compliance	Christina Boyle