

FACULTY & STAFF MEETING MINUTES

Date: May 20th, 2026

Time: 2:30 PM

Location: MCI Meeting Room

Attendees: Program Directors, Faculty and Administration (Sign-In Sheet Attached)

Minutes Distribution: Hard copy placed in faculty/staff mailboxes and/or distributed via email

TOPICS

1. Institution Name Change & Branding Transition

- Administration provided an update regarding the institution's name change and ongoing branding transition.
- The name "MCI Institute of NJ" was originally submitted for approval. Administration explained that the New Jersey Department of Education did not approve the proposed name because the use of "of NJ" is not permitted for healthcare training/vocational schools. The institution subsequently moved forward with "MCI Institute," which received approval and will be the official institutional name moving forward.
- Faculty and staff were advised that they may notice two different versions of the MCI logo on draft materials, as mock logos were created and tested during the name approval process. These versions are part of the transition and should not be interpreted as separate institutional names.
- Documents, forms, signage, marketing materials, and other institutional materials will gradually be updated to reflect the final approved name, MCI Institute, throughout the summer. Some updates may be delayed due to the institution's current focus on ABHES re-accreditation preparation. Ultimately, institutional materials will be standardized to reflect the approved MCI Institute name and branding.

2. Discontinuation of Medical Assistant Program

- Administration discussed the discontinuation of the Medical Assistant (MA) Program. The program has been inactive for 12 months.
- ABHES officially approved the application for the discontinuation on May 19th.

Action Items / Follow-Up

- Gradually transition documents and materials to the approved MCI Institute name.
- Replace temporary/mock logo versions as documents and signage are updated.
- Continue ABHES re-accreditation preparation as an institutional priority.
- Complete required documentation related to the Medical Assistant Program discontinuation.
- Continue applicable record maintenance and graduate services for former Medical Assistant students.

Meeting Concluded

FACULTY AND STAFF MEETING

Date: 5/20/24

Time: 2:30 PM

Name

Signature

Bogdan Jasinski

Bogdan Jasinski

Tarek Halim

Tarek Halim

Jess Scherr

Jess Scherr

Kalam Chowdhury

Kalam Chowdhury

Erica Mosca

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Syeda Kazmi

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Nivedita Kumar

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Christina Boyle

Christina Boyle

Minutes Distribution: Meeting minutes are emailed to faculty and staff within five (5) working days. Hard copies are available upon request.