



**Mason County Promise Zone Authority Board
Meeting Minutes**

May 21, 2018
1:00 PM

Location:

Lakeshore Resource Network
920 E. Tinkham Ave.
Ludington, MI 49431

Call to Order: The meeting was called to order at 1:00 PM by the Mason County Promise Zone Authority Board Chair, Jason Kennedy.

- A. **Roll Call:** All members were present with Jim McLean participating in the meeting via a conference telephone phone call.
- B. **Approval of the Agenda:** The agenda was approved with no agenda modifications.

Motion - Nash, Support - Knizacky; Motion carried 11-0.

C. Reading of Correspondence:

- a. Chair Kennedy distributed copies of the signed and fully executed fund agreement between the Authority Board and the Community Foundation for Mason County to the Board.
- b. Chair Kennedy also distributed copies of an email dated May 18, 2019 that he and Fabian Knizacky received from Phil Trapp at the Michigan Department of Treasury. The message stated the following:

"Please see notes below concerning the Mason County Promise Zone Development Plan submitted on May 4th (attached). Prior to Treasury's approval of the plan we would need these items addressed.

- 1. *On page 2 under the "Terms" section it mentions Standards of Academic Progress but it does not define what those standards are. Section 7(2)(b) generally requires disclosure of standards that would limit any promise zone financial assistance.*

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2. On page 3 under the "Continuation Throughout College" section the plan requires the compliance with Satisfactory Academic Progress requirements but does not define those requirements. Section 7(2)(b)(iii) requires disclosure of GPA requirements in the plan.
3. On page 5 the "Evaluation Plan" section does not seem to provide a complete description of the criteria and procedures for assessing student performance as required by Section 7(2)(f). Section 7(2)(f)(i)-(iv) lists specific criteria that must be reported to treasury every year and should be reflected in the plan.

Let me know if you have any questions."

D. Limited Public Comment: None

E. Committee Work:

- a. Define "Terms" (Standards of Academic Progress): The Board reviewed all Standards of Academic Progress at West Shore Community College and agreed to define Standards of Academic Progress for the purposes of the Promise Zone Development Plan as follows:

While in attendance at West Shore Community College, students must comply with the following Standards of Academic Progress to remain eligible for the Promise Scholarship:

- Students must maintain a minimum semester and cumulative grade point average (GPA) of 2.0 that is calculated from all attempted classes that earn GPA points. Incompletes, withdrawals, forgiven repeats, transfer credits, and developmental classes are excluded from the GPA calculation.
- Each semester, students must complete all attempted credits at a pace of at least 67%, including courses below the 100 level. Incompletes, withdrawals, and repeated classes are used to calculate the completion rate.

The Board also decided that a student's grade point average from dual enrollment courses would not count toward the eligibility criteria necessary to be eligible for the Promise.

- b. Define "Continuation through College" (Standards of Academic Progress): The Board reviewed this section of the Development Plan and agreed to the following language:

The student agrees to sign an information release form allowing the Promise Zone Authority Board access to the student's grade point average and transcript to ensure compliance with the Satisfactory Academic Progress requirements of the Promise

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scholarship, as outlined in the "Terms of the Mason County Promise Scholarship" section of the development plan above.

- c. Evaluation Plan and Annual Report: The Board agreed to the following language pertaining to the evaluation plan and annual report, in compliance with statute:

EVALUATION PLAN and ANNUAL REPORT:

The Mason County Promise Zone Authority will develop an evaluation plan to measure the extent to which its scholarship and program services are impacting success among graduates from the Promise Scholarship program. This involves: (1) establishing and implementing a strategic plan accompanied by benchmarks against which annual progress can be measured; (2) developing the capacity to keep and track relevant student data; (3) conducting an analysis of college attendance and persistence behaviors among Mason County graduates; and (4) establishing data-sharing partnerships with the partnering post-secondary institution; including a comprehensive annual report and assessment that will be submitted in writing to the Michigan Department of Treasury, no later than October 31st of each year.

This annual report shall include the following information, which may be obtained, in whole or in part, from any reliable source that complies with applicable laws regarding student privacy:

- a) The number of students who received financial assistance pursuant to the authority's approved promise zone development plan during the prior academic year.
- b) Of those students accounted for under subparagraph a) above, the number who successfully completed the following:
- i) A certificate or associate program.
 - ii) A bachelor's program.
- c) Of those students accounted for under subparagraph a) above, the number who withdrew from classes during the prior academic year.
- d) Of those students accounted for under subparagraph a) above who initially reached successful completion of more than the equivalent of 23 semester credits during the prior academic year, the average time to successfully complete the equivalent of 24 semester credits.
- e) The 6-year graduation rate for recipients of financial assistance pursuant to the authority's approved promise zone development plan.
- d. Review of Sample Bylaws: The Board reviewed the bylaws of the Lansing Promise Zone and the Muskegon Area Promise as examples. The Board appointed an Ad Hoc committee consisting of Fabian Knizacky and Nick Krieger to develop a draft set of bylaws that can be brought back to the Board for review and approval.

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- F. **Approval of the Amended Mason County Promise Zone Development Plan:** The Mason County Promise Zone Authority Board approved the Amended Mason County Promise Zone Development Plan (PZDP).

The approval was based upon the acceptance and approval of all changes and modifications that were made to the original submitted plan that was approved at the April 25, 2018 meeting of the Board. The approval is subject to a final review of the Chair and Vice Chair to ensure that the submitted plan fully complies with all revisions and modifications that were made by the Board.

The Board's approval grants authority to the Board Chair to submit the Amended Mason County Development Plan to the Michigan Department of Treasury.

Motion: Krieger, Support: Knizacky; Motion carried 11-0.

- G. **Fundraising Ad Hoc Committee Meeting:** The fundraising committee will meet on Wednesday, May 23, 2018 at 9:00 AM at the Lakeshore Resource Network.
- H. **Set Next Meeting Date:** The Board decided to wait on scheduling its next meeting date so that time could be given for the Ad Hoc committee to establish a draft set of bylaws for the Board to review. Once the draft bylaws are developed by the Ad Hoc committee, a meeting of the Board will be scheduled.

I. **Any Other Business:**

- a. Approval of Mason County Promise Logo: The Board reviewed a logo developed by Chris VanWyck and approved the logo to be used as the official logo of the Mason County Promise Zone. The approved logo is used in the header of this meeting's minutes above.

Motion: Schuyler, Support: Large; Motion carried 11-0.

- b. Eligibility Letters: The Board authorized the Chair to develop and send out eligibility letters to graduating seniors for the Class of 2018.

Motion: Knizacky, Support: Nash; Motion carried 11-0.

- J. **Limited Public Comment:** Nick Palmer from the Mason County College Access Network discussed his ideas for the use of social media to promote the Promise scholarship.
- K. **Adjournment:** The meeting was moved for adjournment at 2:40 PM by Roger Nash, and supported by Andrea Large. Motion carried: 10-0; 1 absent. Monica Schuyler left the meeting at 2:35 PM. The meeting was adjourned.

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Respectfully Submitted,
Nick Krieger, Secretary
Mason County Promise Zone Authority Board

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