



Mason County Promise Zone Authority Board Meeting
Meeting Minutes
Monday December 13, 2021: 3 p.m. - 5 p.m.
Location: Ludington & Scottville Chamber of Commerce Conference Room

Members Present:

Fabian Knizacky, Annette Quillan, Monica Schuyler, Kristen Biggs (virtual, non-voting), Roger Nash, Amy Pepper, Dena Thurton, Andrea Large, Kathy Surd

Members Absent: Jim McLean

Staff Present:

Kelly Parker, Jody Maloney, Brandy Miller

Call to Order

Schuyler called the meeting to order at 3:01 p.m.

1. Limited Public Comment: None present

2. Approval of the Agenda

a. *Motion by Large to approve the agenda with support by Knizacky. Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

3. Approval of Minutes from 11-4-2021 and 12-6-2021

a. *Motion by Knizacky to approve minutes from 11-4-2021 and 12-6-2021, with the following amendments: in 11-4-2021 minutes, fix the wording in 6.1.b from "presented" to "present" and item 8.a. from "SR3" to "Esser III," supported by Nash; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

4. Treasurer's Report

a. Trial Balance: \$1,633,755.50

b. Approval of Invoices:

i. MCC Invoice FAFSA Night 2021: \$295.56

ii. MCE Invoice FAFSA Nights 2021: \$300.00

iii. Kennari Travel Invoice: \$109.76

iv. *Motion by Surd to approve all 3 invoices with support by Thurston; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

c. Approval of Treasurer's Report

i. *Motion by large to approve the Treasurer's Report with support by Pepper with the following amendments; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

ii. *Budget amendment request: The Director requested an increase in the 2021 Budget line item for contracts to accommodate the Director's salary increase, and Kennari Consulting travel fees during the year; Knizacky motioned to increase the line item for Contracted Services by \$7000 for the 2021 year and to increase the Tuition Reimbursement line item by \$75,000 to accommodate projected fall 2021 tuition costs, supported by Large; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

5. Director's Report

a. Approval of Director Report

- i. *Motion by Large to approve the Directors Report with support by Pepper; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

6. New Business

- a. Communication from Jim McLean: No action taken.
- b. Chamber Relocation Co-Working Agreement: The Board requested for the Chamber to re-propose the 2022 Chamber Contract rather than authorize the Co-Working Agreement with the Economic Development Authority, as the Promise Zone Director is a Chamber employee and the Promise Zone Board has no actual space in the EVA building. The Chamber CEO and Promise Zone Chair, along with another Executive Committee member will meet with the Chamber to review the adjusted proposal and make a recommendation to the full Board.
- c. Committee selection for 2022
 - i. Committee Chair Appointments, submitted by 2021 Board Chair Schuyler
 - 1. Appeals: Fabian Knizacky
 - 2. Community Engagement: Dena Thurston
 - 3. Student Success: Monica Schuyler
 - 4. Policy: Jim McLean
 - 5. Executive Committee: Monica Schuyler
 - a. *Motion by Large to approve the committee chair appointments with support by Surd; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*
 - ii. Committee Service: All Board members indicated that they would like to serve on the same committees as they are currently serving.
- d. Election of Officers
 - i. Current Nominations: Chair Schuyler called for nominations 3 times for each office.
 - 1. Chair
 - a. Knizacky nominated Monica Schuyler; No additional nominations were put forth
 - i. *Motion by Knizacky to close nominations and elect Schuler as the Chair with support from Nash; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*
 - 2. Vice Chair
 - a. Quillan nominated Dena Thurston; no additional nominations were put forth
 - i. *Motion by Knizacky to close nominations and elect Thurston as the Vice Chair recommendation with support from Nash; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*
 - 3. Treasurer
 - a. Surd nominated Fabian Knizacky; No additional nominations were put forth
 - i. *Motion by Large to close nominations and elect Knizacky as the Treasurer with support from Surd; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*
 - 4. Secretary
 - a. Thurston nominated Andrea Large; No additional nominations were put forth
 - 1. *Motion by Knizacky to close nominations and elect Andrea Large as the Secretary, with support from Thurston; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*
- e. Committee Reports: See minutes at <https://www.masoncountypromise.org/copy-of-students>
 - i. Appeals Committee: Met on: 12/6/21@11AM; Meets next on 2/7/21@11AM@LRN
 - 1. Automatic approval of Promise Scholars with fewer than 9 credits to take in their final semester of degree program
 - a. *Motion by Large to allow the Director to administratively approve Promise Scholars who submit an appeal for taking fewer than 9 credits in the semester in which they are registered to graduate; with support by Thurston; Knizacky inquired whether this would require an amendment of plan, to which Maloney responded that it would not because an approved appeal is still required to take fewer than 9 credits; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

- b. Recommendation to Approve Appeals #33, #35, #36, & #37; Maloney shared that appeal #34 was being covered by a WSCC scholarship, as the student had not completed a FAFSA, which was the minimum requirement for the Promise Scholarship.
 - i. *Motion by Nash to accept all recommendations for approval of appeals #33, #35, #36 & #37, with support by Large; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*
- c. Student Success Committee: Met: 11/22/21@10AM; Meets next; 1/24/22@10AM (LRN)

d. Recommendation

i. Orientation & FYS Requirement & Feedback

- 1. *Motion by Knizacky to send the recommendation back to the Student Success Committee for further review and consideration of alternatives for requirements, with support by Quillan Motion carried 8-0-1 with 1 additional present virtually but non-voting.*
- 2. Community Engagement Committee: Meets Next on Thursday, 1/6/22@4PM (LRN)
- 3. Executive Committee: Met: 10/28/21@1:30PM; Meets next: January 2022 TBD

a. Recommendations

i. Recommendation for Director Annual Review

- 1. *Motion by Large to approve the recommendation to accept the Director's Annual Review and 3% salary increase with support by Knizacky; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

- 4. Policy Committee: Has not met; Ad hoc

ii. 2022 Meeting Schedule

- 1. *Motion by Nash to approve the 2022 meeting schedule with support by Knizacky; Motion carried 8-0-1 with 1 additional present virtually but non-voting.*

7. Old Business:

a. Board Member Decision

i. Final Deliberation

- 1. *Motion by Large to approve Joan Vidak to fill the Board vacancy, with support by Surd. Motion carried 7-1-1 with 1 additional present virtually but non-voting.*

- b. Student Pick-me-up: Student Success Committee will consider this topic.

8. Any Other Business:

- a. SB 0099 has passed in the Michigan Senate and will go to the House. This bill would allow Promise Zones to pay for student housing,

9. Limited Public Comment: None.

10. **Adjourn:** *Schuyler moved for adjournment at 4:27p.m.*