



Mason County Promise Zone
Student Success Committee Meeting Minutes
Tuesday, April 2, 2024: 1PM
Location: Lakeshore Resource Network

Members Present: Monica Jewell, Amy Pepper (online, non-quorum, non-voting), Kathy Surd, Joan Vidak
Members absent: Annette Quillan, Chad Riffle

- 1) **Call to order:** Vidak called the meeting to order at 1:04 PM.
- 2) **Public Comment:** None
- 3) **Approval of Agenda:** Motion by Surd to approve the agenda, with support from Jewell; Motion carried 3-0-3.
- 4) **Approval of Minutes from 2-26-24:** Motion by Jewell to approve the minutes, with support from Surd; Motion carried 3-0-3.
- 5) **Business:**
 - a) **Success Coaching Role:**
 - i) Meetings w/MCC & LHS superintendents 4-1 & 4-4
 - (1) Members discussed potential iterations of salary and vacation for the position, including comparative starting wages at LHS and wages at MCC for 9-month positions, along with what a year-round schedule would need for vacation/sick/paid time off structure, and whether holidays would be included, if there might be blackout periods for vacation, and how many vacation/sick/paid time off days would be reasonable in light of school year breaks.
 - (2) Members discussed as an expectation that the person would be physically present during school hours and available for school functions related to the role (such as conferences, career fairs, campus visits, parent nights, etc.), that the role would need approvals from supervisors for using paid time off, that the position should be exempt and provide a clear expectation of school-day hours during the school year, but more flexibility on which hours are worked during summer months.
 - (a) *Recommendation: Motion by Jewell to recommend a salary range for the Success Coordinator Role of \$45-\$50,000/year, along with up to 25 days of paid time off, which includes two weeks of winter break and one week of spring break as defined by the school calendar, plus paid holidays for Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the Friday immediately after Thanksgiving), with support from Surd; discussion included that there may be flexibility in pay or benefits needed for the right candidate, with the example provided of a retired teacher; Motion carried 3-0-3.*
 - b) **Promise Numbers**
 - i) WSCC Retention Rates—Additional Years of Data
 - (1) Maloney shared that the comparison did not tell a clear story as to why there were years that the Promise scholars were retained at lower rates, but that persistence and retention were likely to be affected by the reality that many Promise scholars attend with a plan to transfer early on. Maloney also noted that these data are not 1-to-1 comparisons with past Promise data because WSCC does not define the cohort year as a graduation year, as the Promise does, but rather the cohort is define based on the year when a student starts college, and because historically, the Promise didn't have always have data about attendance from students who did not renew (due to ample funding from other sources, or other reasons) when gathering retention information from year to year based on student invoices. Jewell expressed that we should keep tracking Promise data based on a cohort year defined as graduation year.
 - c) **2024 Applicant Updates:** Maloney shared that there were over 170 students who attended WSCC in WI24, more than 30 students who have submitted renewal applications for 2024-25 so far, and new applicants 239 applicants from local high schools.



- i) Promise Scholar Handbook: Vidak requested digital copies of the material for the class of 2024.
- ii) Info Sessions: Jewell suggested making a recording and sending it to participant who were unable to attend the sessions.
- iii) In Person Orientation Sessions: 7-16, 9-Noon & 7-17, 2-5PM: Member review the offerings and discussed the following items, which Maloney will provide to Chris Barry:
 - (1) They appreciate the technology session and want to emphasize the need for that session to show students where they find out who their advisor is, find their bill, financial aid award, how they might find if there are missing requirements, how to pay their bill, and echo the need for students to learn how to order from the bookstore using their student account/email; Are these things happening in either the tech session or the active learning sessions?
 - (2) If an advising session isn't built into the structure of orientation, could there be same-day stay-after options for students to either 1) have a 15-20 minute advising session to support getting recommendations for what to register for (or even support in registering)/ a review of their courses as scheduled to make sure they fit into the courses they need for their program/transfer goals or 2) set up an appointment to come back to campus or meet online with their advisor for course recommendations/schedule review?
 - (3) A student panel similar to the session that was done during the recent event for STRIVE students.
- d) Promise Growth/Legislative Change Initiative Planning**
 - i) Review Feedback from other Promise Zones
 - (1) Maloney provided a brief overview that Zones were considering more success coaching, increasing book stipends and transfer scholarships for 3rd & 4th year students, and implementing tutoring centers in high schools.
 - e) To-Thru College Advisory Workgroup:**
 - i) To College: April 3@1:15-2PM, virtual
 - (1) Summer Melt Info & Referral Request, Show Up Info, FAFSA updates
 - (a) Maloney will be requesting referrals from students or counselors; Tess O'Neal will be our local coach and may also serve Oceana;
 - ii) Thru College: Working on Show Up: April 10, 2024—Final meeting April 4@9AM
 - (1) 80-100 students from MCE & MCC participating
 - (a) 60 Students from Manistee County also attending
 - (i) Discussed if the program was meeting the goal it initially set out to do, which was to get students to campus and have them leave with clear next steps.
 - (ii) Considered whether or not it would be possible to do a more orientation-like event for local seniors, where they get advising and registration, similar to what Oceana student do.
 - (iii) Next year testing day dates at MCC might be later in April; Ludington will be on April 23, 2025; If dates don't align, another option could be to bring reality fair and next steps/registrations to individual high schools.
 - f) **Next Meeting:** 4th Monday at 10AM: Next meeting: April 22, 2024@10AM: Location: LRN
- 6) Adjourn:** Vidak moved to adjourn the meeting at 2:31 PM.