



**Mason County Promise Zone Authority Board
Meeting Minutes
Monday, August 10th, 2020, 3 p.m. - 5 p.m.
Conference Call per Governor's Executive Order 2020-75**

Members Present: Andrea Large, Amy Pepper, Kathy Surd, Dena Thurston, Fabian Knizacky, Annette Quillan, Roger Nash, Monica Schuyler, Ed Makowicki, Jim McLean

Members Absent: Jason Kennedy

Staff Present: Jody Maloney, Kelly Parker

Call to Order Schuyler called the meeting to order at 3:02 p.m.

1. **Limited Public Comment:** None
2. **Approval of the Agenda:** *Motion by Knizacky to approve the Agenda, with addition of item 6.b.V.2, with support by McLean; Motion carried, 10-0-1.*
3. **Approval of the Meeting Minutes**
 - a. **June 8, 2020:** *The minutes were approved following a motion from Nash, with support from Knizacky; Motion carried, 10-0-1.*
4. **New Business:**
 - a. **WSSC Tuition and Partner Institutions**
 - i. Marcie McCloskey, WSSC Business office- gave an update
 - b. **Treasurer's Report:**
 - i. **Monthly Update on Budget:** Knizacky gave the update on the May budget
 1. Knizacky reported a trial balance of \$582,218.64. *The financial report was approved following a motion from McLean with support from Large; Motion carried, 10-0-1.*
 2. Invoices: Clark Schaeffer Hackett Audit final invoice: \$850.00
 - a. *Knizacky made a motion to pay the final invoice from audit, with support from McLean; Motion carried, 10-0-1.*
 3. Audit Final Report
 - a. *Nash made a motion to accept the Final Audit Report, with support from Quillan; Motion carried, 10-0-1.*
 - c. **Coordinator's Report:** Maloney shared a brief list of her activities over the past month, July 10-August 5, 2020.
 - i. Promise Scholar WI 2020 Academic Snapshot
 - ii. MPZA/MCAN AmeriCorps Vista Option
 1. *McLean made a motion for the Promise board submitting a letter of support to WSSC for the MCAN AmeriCorps grant, with support from Quillan; Motion carried, 10-0-1.*
 2. *McLean made a motion to support pursuing the application for the MPZA/MCAN Americorps Vista opportunity, with support from Knizacky; Motion carried, 10-0-1.*
 - d. **2020-21 Budget Process**
 - i. *McLean made a motion to support the coordinator and treasurer submitting a draft of the budget to the executive committee which would then make a recommendation to the full Board as a budget process, with support from Large; Motion Carried, 10-0-1.*

e. Two 2-Year Term Renewals Ending 12/31/2020

- i. Ed Makowicki and Amy Pepper; Maloney asked for intent to renew either orally or in writing by Oct. 1.

5. Old Business

a. 2020 Board Visioning follow-up

- i. Remaining Vision Statement:
1. To increase student success and post-secondary attainment that results in economic stability and personal fulfillment. (Sustainability)
 2. To reinforce that college is a viable option for all Mason County students and a pathway to the future success of all of Mason County. (Growth)
 - a. *Large made a motion to approve the final Vision Statement, with support from Nash; Motion carried, 10-0-1.*
- ii. Final Vision Review (REF #9—The sustainability statement may be edited)
1. Five-year plan: Next steps? Please see Coordinator Review Process.

b. Committee Updates:

- i. Executive Committee: Met on 7/28/20 @9AM; No upcoming meeting.
1. Coordinator Review Process
 - a. The Board is looking for leadership and focus from the coordinator
 - b. The Board would like to go through additional training and work together to clarify roles and responsibilities. MSU extension and other groups could help facilitate the discussion to clarify roles and responsibilities within the Board. Once the facilitator is identified, the Coordinator can work with them to determine the process of defining roles and responsibilities (either before or as part of the process).
 - c. Maloney has met and exceeded the Board's expectations.
 - d. Each committee should describe what their roles and responsibilities are, as well as their 5 year goals and benchmarks.
 2. Review Minutes for Approval (REF #10)
 - a. *McLean made a motion to approve the Executive Committee Meeting Minutes, with support from Nash; Motion carried, 10-0-1.*
- ii. Appeals: 8/3/20 meeting cancelled; Next Meeting Date: 8/31/20@11AM
- iii. Marketing meets on 8/13/20@9AM
- iv. Student Success: Next meeting 9/14/20@8AM
1. Success Coaching Plan Update
 - a. Topics that will be covered: How do we support students who have been granted an appeal? What are some things we can be doing for those students? What are some ideas to better support students on campus in general? How to help students better prepare?
 - b. WSCC has been helpful in finding creative ways to connect with students.
 - c. Success Coaching is moving forward virtually, with monthly meetups.
 - d. Quillan would like to hold off on incentives this year. Schuyler requested that Maloney prepare two options for incentives to propose to the Student Success Committee.
 2. FYS Outcomes (REF #11)
 - a. Maloney requested that Board members send her any questions about the FYS outcomes for the purposes of asking Anne Jacobson to address them at either the next Student Success meeting or a Board meeting.
- v. Policy Committee: Met on 8/5/20@1PM
- vi. Recommends to the Board to have the Policy Committee work with the Coordinator to complete a Policy and Procedure Manual and present it to the full board for approval.
1. *Nash made a motion to approve the recommendation by the Policy Committee to create a Policy and Procedure Manual, with support from Large; Motion carried, 10-0-1.*

2. *Quillan made a motion to approve the recommendation from the policy committee to adopt Mason County's outline for procedures related to FOIA cost, exemption and fee structure, with support from Nash; Motion carried, 10-0-1.*

c. **Amended Plan**—Initial Approval by Treasury and Attorney General's Office (REF #12)

i. Vote needed to approve Mason County Promise Zone Plan as amended in 2020:

1. *Knizacky made a motion to approve with support from McLean; Motion carried. 10-0-1*

a. *Board Roll Call*

i. *Quillan-Yes*

ii. *Nash-Yes*

iii. *Knizacky-Yes*

iv. *McLean-Yes*

v. *Pepper-Yes*

vi. *Surd-Yes*

vii. *Thurston-Yes*

viii. *Large-Yes*

ix. *Makowicki-Yes*

x. *Schuyler-Yes*

6. **Any Other Business:** None

7. **Limited Public Comment:** No public comment

8. **Adjourn:** *The meeting was moved for adjournment at 4:50 p.m. following a motion from Nash supported by Large.*