



Newaygo County Area Promise Zone Authority Board Meeting Minutes

Tuesday, August 11, 2020

Meeting Held Virtually Due to the COVID-19 Pandemic

Present: Dawn Anderson, Lori Tubbergen Clark, Jack Hendon, Holly Moon, Cathy Obits, Carla Roberts, Tim Rossler, Scott Swinehart, Rebecca Tuuk, Don VanSingel

Absent: Scott Rumsey, Steve Witter

Visitors: Emily Truax (Recorder), Melissa Miller, Jody Zerlaut, Cheryl Flannery, Michelle Dubois, Loretta Towne, Shayne Doran

Chairperson Dr. Lori Tubbergen Clark called the meeting to order at 11:30 am

Approval of the Agenda:

Motion by Hendon, supported by VanSingel, to approve the agenda with the addition of item 8.g. Approve the acceptance of a gift from MCC for \$30,000, with \$10,000 installments paid over the next three years. Roll Call Vote: Ayes –Tubbergen Clark, Hendon, Moon, Anderson, Swinehart, Rossler, Tuuk, VanSingel; Nays – None. Motion unanimously carried.

Approval of Meeting Minutes:

Motion by Moon, supported by Hendon, to approve the May 11, 2020 Regular Meeting Minutes as presented. Roll Call Vote: Ayes –Hendon, Moon, Anderson, Swinehart, Rossler, Tuuk, VanSingel; Tubbergen Clark; Nays – None. Motion unanimously carried.

Public Participation:

Dr. Tubbergen Clark opened the floor for any citizens who wished to address the board.

Mrs. Jody Zerlaut from MCC reported that there are 19 students currently scheduled to attend part time for the fall semester. She asked if the board had considered a fall term waiver for the full-time requirement. Dr. Tubbergen Clark indicated that the board would not entertain allowing for part time schedules.

Mr. Shayn Doran asked if there was any GPA accommodations due to the COVID-19 pandemic. Dr. Tubbergen Clark expressed that the board sympathizes with the seniors affected by the pandemic closures. The appeals board met last week who acted on and considered all the appeals filed. A follow up conversation will be scheduled with Mr. Doran.

The Fundraising Subcommittee, presented the following report:

- Michelle Dubois, the new Promise Zone Fundraiser, was introduced and welcomed. Mrs. Dubois brings a vast amount of experience to NCAPZ and shared her enthusiasm for this new role.
- Mrs. Miller reported on the virtual race event that had 43 participants and over 506 social media followers.
- A video is being created for this year's payroll deduction campaign for school employees.
- Chairperson Tubbergen Clark announced that Dr. Steve Witter will not be renewing his term when it expires in December.
- Dr. Rossler appreciated the positive article published in the Times Indicator.

The Marketing Subcommittee, presented the following report:

- The communications campaign hit a roadblock with the COVID-19 pandemic. Its reasonable that after school begins that the committee will commence.

The Promise Success Initiative Subcommittee, presented the following report:

- The subcommittee met a few times over the summer to plan for the Student Success Groups (formally the Posse Groups) in hopes to have a welcome back celebration in person. That has not happened due to the pandemic. Students now can choose which Student Success Group they would like to join.
- A video was created to take the place of the mandatory briefing. All approved students received a link to the video, which included instructions on how to accept their award.
- A follow-up mailing will be sent to all Promise Zone participants announcing the success groups and introducing the new Student Success Assistant, Loretta Towne.

The Operations Subcommittee, presented the following report:

- Loretta Towne, the new Early College/Student Success Assistant was introduced. Ms. Towne will support the Promise Zone efforts as a success coach and for daily operational supports. Mrs. Towne brings a wide breadth of knowledge and experience to support the NCAPZ daily work and student supports.
- Mr. Hendon reported that the Audit was completed in February. The NCAPZ had an unqualified opinion that there were no findings.
- Current Enrollment numbers for the 2020 Cohort and renewals were given.
 - 176 submitted a 2020 Cohort application
 - 135 were approved for the Associate's Degree scholarship
 - 19 were approved for the Apprenticeship scholarship
 - 42 accepted the award as of 8/6/2020 (plus 4 deferred until 2021/22)
 - 58 students submitted a renewal application
- Dr. Tubbergen Clark provided an update on the appeals subcommittee. Appeals were granted for students who had a 2.9 GPA or higher. The subcommittee was very thoughtful about the process and communicated to the students that these exceptions were non-precedent setting.
- MCC is the second highest tuition for community colleges in Michigan, and the Newaygo Promise Zone is the only Zone in Michigan paying out-of-district tuition rates. These issues coupled together have created an uncertainty in the NCAPZ's sustainability. Other options will be explored to remain viable.
- Mr. Hendon presented the budget amendment and financial statement. Nestle Gerber donated \$25,000, and donations continue to come in from the public.
- An application timeline was introduced for the 2020-21 school year and if approved, a timeline would be added to each annual meeting agenda. Approving a set application/acceptance timeline allows for greater efficiency and smoother processes for both MCC and the NCAPZ.

Action Items:

Payment of MCC Summer Semester – Motion by VanSingel, supported by Moon, to approve payment of \$29,275.00 to MCC for the summer semester. Roll Call Vote: Ayes – Moon, Anderson, Swinehart, Rossler, Tuuk, VanSingel, Tubbergen Clark, Hendon; Nays – None. Motion unanimously carried.

Approval of Audit– Motion by Rossler, supported by Tuuk, to approve the 2019 Newaygo Area Promise Zone audit. Roll Call Vote: Ayes – Anderson, Swinehart, Rossler, Tuuk, VanSingel, Tubbergen Clark, Hendon, Moon; Nays – None. Motion unanimously carried.

Audit Firm for 2020– Motion by Swinehart, supported by Moon, to approve Gabridge as the audit firm for the 2020 NCAPZ audit. Roll Call Vote: Ayes – Swinehart, Rossler, Tuuk, VanSingel, Tubbergen Clark, Hendon, Moon, Anderson; Nays – None. Motion unanimously carried.

Budget Amendment– Motion by VanSingel, supported by Tuuk, to approve the budget amendment as presented. Roll Call Vote: Ayes – Rossler, Tuuk, VanSingel, Tubbergen Clark, Hendon, Moon, Anderson, Swinehart; Nays – None. Motion unanimously carried.

2020-21 Application Timelines– Motion by Moon, supported by Tuuk, to approve the following application timeline:

2020-21 Application Window January 1-March 1 (no late fee)
2020-21 Application Window March 2-August 14 (with late fee)*
2020-21 Scholarship Acceptance Window June 15-July 15 (no late fee)
2020-21 Scholarship Acceptance Window July 16-August 14 (with late fee)*

*The application/acceptance window was extended until August 14 due to the COVID-19 pandemic.

Roll Call Vote: Ayes – Rossler, Tuuk, VanSingel, Tubbergen Clark, Hendon, Moon, Anderson, Swinehart; Nays – None.
Motion unanimously carried.

Bylaw Revision– Motion by Tuuk, supported by Anderson, to approve an addition to Section 5: Manner of Acting, in the NCAPZ Bylaws. Roll Call Vote: Ayes –Tuuk, VanSingel Tubbergen Clark, Hendon, Moon, Anderson, Swinehart, Rossler; Nays – None. Motion unanimously carried.

MCC Gift– Motion by Hendon, supported by Swinehart, to accept the gift from MCC in the amount of \$30,000, paid in \$10,000 installments over the next three years. Roll Call Vote: Ayes –Tuuk, VanSingel Tubbergen Clark, Hendon, Moon, Anderson, Swinehart, Rossler; Nays – None. Motion unanimously carried.

Information from Promise Zone Board Members:

Chairperson Lori Tubbergen Clark asked that the board search for candidates to appoint for the current vacancy.

Motion by Swinehart, supported by Rossler, to adjourn. Roll Call Vote: Ayes –VanSingel, Tubbergen Clark, Hendon, Moon, Anderson, Swinehart, Rossler, Tuuk; Nays – None. Motion unanimously carried.

Meeting adjourned at 12:26 pm.

Dr. Lori Tubbergen Clark, Chairperson