



Newaygo County Area Promise Zone Authority Board Meeting
Tuesday, November 12, 2019
NC RESA Educational Services Center Board Room

ANNUAL MEETING MINUTES

Present: Lori Tubbergen Clark (chairperson), Tom Boerger, Jack Hendon, Holly Moon, Carla Roberts, Tim Rossler, Scott Rumsey, Scott Swinehart, Don VanSingel

Absent: Dawn Anderson, Cathy Obits, Steve Witter

Visitors: Chery Flannery, Leslie Dahlquist, Melissa Miller, Jody Zerlaut, Emily Truax (Recorder)

Chairperson Dr. Lori Tubbergen Clark called the meeting to order at 11:00 a.m.

Motion by Hendon, supported by Tuuk, to approve the agenda. Ayes – 9, Nays – 0. Motion unanimously carried.

Public Participation:

Dr. Tubbergen Clark introduced Cheryl Flannery from Muskegon Community College.

The Year in Review:

A detailed overview of student enrollment numbers and tuition payments in comparison with the Actuarial Analysis was given:

- Fall tuition data was compared by cohort:
Cohort 1: Fall 17 – 73 students Cohort 2: Fall 18 – 53 students Cohort 3: Fall 19 – 56 students
 Fall 18 – 39 students Fall 19 – 23 students
 Fall 19 - 13 students
- A selection of college GPA's were provided from Promise Scholars during the last two years. GPA's averaged 3.2 for the 2017-18 school year, and 3.14 for the 18-19 school year.
- Student enrollment was reviewed in comparison to the Actuarial Analysis. For the 2017-18 school year, 81 students were projected to attend, while 83 students were billed for.
For the 2018-19 school year, 128 students were projected to attend, while 109 students were billed for.
- Tuition expenses for the 2017-18 school year were projected at \$327,002.00, while \$325,516.57 was actually billed. Tuition for the 2018-19 school year was projected at \$452,298.00, while \$467,998.07 was billed.

Data is not yet available to account for the number of student completers. MCC cannot share that information due to FERPA requirements. Cheryl Flannery will look into this issue and report back to the board in February. Additionally, the board requested an additional question to the renewal form asking if students are close to graduating, and what students are majoring in. It was also questioned if data could be retrieved on which student completers transferred to a 4-year institution. The Center for Education Performance Indicators (CEPI) might be able to assist with collecting that data through student UIC numbers.

Election of Officers:

Motion by VanSingel, supported by Swinehart, to nominate Jack Hendon as treasurer.

Motion by Hendon, supported by Swinehart, to nominate Cathy Obits as secretary.

Motion by Swinehart, supported by Moon, to close the nominations.

Ayes – 9, Nays – 0. Motion unanimously carried.

Action Items:

2020 Meeting Schedule: Motion by Moon, supported by Boerger, to approve a resolution adopting the regular meeting schedule for the 2020 fiscal year. The Board of Directors will meet at 11:30 am on February 11, 2020, May 12, 2020, August 11, 2020, November 10, 2020. The meeting schedule will be posted on the NCAPZ website. Ayes – 9, Nays – 0. Motion unanimously Carried.



Investment of Surplus Funds: Motion by VanSingel, supported by Hendon, to approve a resolution authorizing the investment of surplus funds. Ayes – 9, Nays – 0. Motion unanimously carried.

Authorized Signatories: Motion by Tuuk, supported by Boerger, to approve the treasurer and secretary as authorized signatories for check and purchase orders for the 2020 fiscal year. Ayes – 9, Nays – 0. Motion unanimously carried.

Financial Institution: Motion by Boerger, supported by Rumsey, to designate ChoiceOne Bank as the financial institution for the 2020 fiscal year. Ayes – 9, Nays – 0. Motion unanimously carried.

Publications of Record: Motion by Moon, supported by Tuuk, to approve Near North Now and the Times Indicator as publications of record for the 2020 fiscal year. Ayes – 9, Nays – 0. Motion unanimously carried.

2020 Fiscal Budget:

Mr. Hendon presented the proposed budget which included \$728,076 in revenues coming from interest, property taxes, late application fees and grant withdrawals from donor funds held by the FAF. In-kind contributions amounted \$88,076 for the 2020 fiscal year.

Expenditures were designated at \$747,299, which included several items such as dues, insurance, tuition, marketing, supplies, conferences and bank fees. Total expenditures were in excess of \$19,223 and the prior year's surplus amounted to \$71,504, leaving a fund balance amounting to \$52,281.00.

Lori Tubbergen Clark commented that membership dues to the Michigan Promise Zone Association is \$2000, which is well worth the investment.

Motion by Swinehart, supported by Rumsey, to approve the 2020 fiscal year budget. Ayes – 9, Nays -0. Motion unanimously carried.

Membership to the Michigan Promise Zone Association: Motion by Hendon, supported by Tuuk, to approve the membership to the Michigan Promise Zone Association for the 2020 fiscal year in the amount of \$2,000. Motion unanimously carried.

Non-Profit Liability Insurance: Motion by VanSingel, supported by Boerger, to approve the purchase of Non-Profit Management Liability Insurance from The Huttenlocker Group at an expense of \$743.00 effective until November of 2020. Ayes – 9, Nays – 0. Motion unanimously carried.

Motion by Swinehart, supported by Moon, to adjourn. Ayes – 9, Nays – 0. Motion unanimously carried.

Meeting adjourned at 11:40 am.

Dr. Lori Tubbergen Clark, Chairperson