

**MINUTES  
REGULAR MEETING  
MUSKEGON AREA PROMISE ZONE AUTHORITY BOARD  
February 13, 2024  
8:00 A.M.**

A regular meeting of the Muskegon Area Promise Zone Authority Board was held on Tuesday, February 13, 2024 at 8:00 a.m. at the Muskegon Area ISD, 630 Harvey Street, Muskegon.

The following board members were present:

Mr. Randy Lindquist, MAISD Superintendent  
Dr. John Selmon, Muskegon Community College  
Dr. Aaron Maike, Baker College of Muskegon  
Ms. Holly Hughes, Community Representative  
Mr. Gary Nelund, State Farm Insurance  
Ms. Cindy Larsen, Muskegon Lakeshore Chamber of Commerce  
Ms. Laurel Zwit, Greenridge Realty  
Mr. Keith Guy, Muskegon Public Schools  
Mr. Christopher Dean, Muskegon Heights Fire Department (arrived 8:11 a.m.)

The following board members were absent:

Mr. Steve Parker, Longview Management Consulting

Also present: Ms. Megan Byard Karaba, PZA Coordinator  
Mr. Mike Schluentz, MAISD Associate Superintendent

Guests: Jody Zerlaut – Muskegon Community College

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1. Call to Order

Randy Lindquist called the meeting to order at 8:00 a.m.

2. Public Participation – None.

3. Approval of Agenda and Minutes

**It was moved by Holly Hughes and supported by John Selmon to approve the Agenda as presented and the Minutes of the January 9, 2024 meeting. All Ayes (8) Nays (0) Motion carried.**

4. Budget Update

- YTD Financials – Mr. Schluentz shared the Financial Statements as of January 31, 2024.

5. Membership Update

- New Member Recruitment Update – Mr. Lindquist indicated that a fourth prospect has declined. Dr. Maike will reach out to Gary Allore from Trinity again to follow-up on whether he would have an interest in joining the PZA board.

6. Student Eligibility, Terms & Appeals

- 2024 Scholarship Growth Recommendation – Ms. Byard Karaba shared the Growth Review: Budget Projection 2024, and indicated that a subcommittee met for formal discussion on scholarship growth. Recommendations from the subcommittee for board approval include the following:
  - Lower the required GPA to 3.0
  - Expand the 4-year award for eligibility to a 5-year award
  - Provide summer guest student tuition
  - Cover any additional cost of attendance (out-of-county fee)
  - Cover the cost gap for Baker College tuition
  - Career Tech Center talent demand scholarship
  - Program costs for advertising/marketing
  - Xello career and college readiness software
  - Addition of Staffing Needs:
    - MAISD PZ Scholar Engagement Assistant – half time (new)
    - MAISD PZ Scholar Engagement Manager – full time (Lindsay Pulsipher)
    - MAISD College Access Specialist & PZ Director – full time (Megan Byard Karaba)
    - MCC Mentor/Coach – new on campus position
    - MAISD Communications – fee for service
    - MAISD Business Office – fee for service
    - MAISD Career & College Readiness – support of career specialists
    - Marketing Third Party Contract – fee for service

These recommended changes will result in a change to our development plan which will need to be submitted and approved by Treasury.

**It was moved by Holly Hughes and supported by Gary Nelund to approve the growth recommendations from the subcommittee, and submit to Treasury for formal approval. All Ayes (9) Nays (0) Motion carried.**

- Feedback Survey – Gathering Other Stakeholder Input – Ms. Byard Karaba discussed a survey to districts to gain their feedback on the Promise, but will consider this at another time.
- Amended Development Plan Timeline – Ms. Byard Karaba indicated that the amended development plan, with the recommended changes, will need to be approved by Treasury. Expected approval likely would happen within 60 days.

7. Student Success & Other Business – No Report

8. Marketing/Communication Update

- January MLCC Economic Forecast Business for Breakfast – Feedback & Accolades – Ms. Byard Karaba shared the success of the breakfast with the acknowledgement of the Promise program by the speaker Dr. Isely, and the Baker College student who spoke as well. Baker College will continue to have a student represented at each breakfast.

- February MLCC Flying into February Business for Breakfast – Let Ms. Byard Karaba know if anyone would want to join her table of four seats.
- The April 26 Chamber Breakfast will feature the Promise.
- MCAN Advocacy Day in Lansing is on March 12 and Ms. Byard Karaba will be attending.
- House Appropriations Committee – Testimony in February – Senate Bill 350 would allow Promise Zones to address the full range of student needs as defined by their institution’s Cost of Attendance; and Senate Bill 555 specifies that Promise Zones can support the promotion of readiness for college, as well as success in postsecondary education and entry into the workforce, and distinguish these expenditures from administrative costs, and require that legislative appointees to local Promise Zone boards come from the area served by the Promise Zone.

9. Fundraising Update – No Report

10. Other – None.

11. Next Meeting Date

- April 9, 2024 – 8:00 a.m. – the March 12, 2024 meeting will be canceled as it conflicts with MCAN’s Advocacy Day.

There being no further business, the meeting adjourned at 9:05 a.m.

Respectfully submitted,

*/Barbara Irej/*

Barbara Irej, Recorder