

**Board Meeting Minutes**

**January 23, 2014**

**Michigan Virtual University**

**3101 Technology Boulevard, Suite G**

**Lansing, MI 48910**

**(517) 336-7733**

**12-3 p.m.**

The meeting was called to order at 12:28 p.m.

**Attendees:** Heather Gallegos, Megan Schrauben, Paul Agosta, Greg Marks, Gary Gilger, Vass Theodoracatos, Derhun Sanders, Patty Cantu**,** Karen Meyers**,** Jodie Ledford, Patty Farrell-Cole, Barbara Bolin, Krissy Jones, and Ali Elyaderani.

On the phone: Alan Lecz, Gary Gilger (last part of meeting)**,** Bishop Benjamin Gibert, Mary Sutton, Victor Naidu, Robert Warrington, Joe Asiala, Brandon Lucas, Jennifer Shanker and Valerie Masuga.

Apologies received from Mike Gallagher

**Guest:** Michael Tanoff

**Public Comments**

Karen Meyers is assuming an important role in the MMSCN and so is resigning from the Partnership Board. Michael Tanoff has been nominated as her replacement by the Lake MI leadership team.

**Consent Agenda**

* Minutes of the December 2013 meeting were approved as written.

**Committees and Task Force Reports**

* Executive Committee Report
* Committee met on Monday, and will be meeting every second Thursday during 2014.
* Finance Committee
* **Update on Section 99.7 fund distribution and agreement**

The State Board of Education approved transfer of these funds ($475K) to Wayne RESA, the fiscal agent. The ED and the Committee are focused on getting funds ($100K) for the ED’s salary and the board operating funds released by Wayne Resa. Before this can happen, the RESA Board must approve the ED contract at its February 19 meeting and certain documents need to be sent out to the RESA Board on Feb 12. These documents are: ED’s performance evaluation, the contract, and job description.

Heather reported that she has worked with Judy Bonnie and that the performance evaluation (conducted by the Executive Committee, and including external input) has been submitted. Joe made a motion that the Board approve the evaluation as submitted by Heather—passed.

The remaining documents need to be approved at this meeting. Then the ED needs to attend E-TIME training at Wayne RESA.

Heather reminded the Board that if the deadline is not met, Barbara will not be paid until March.

Karen pointed out that the ED payment schedule as currently shown in the job description does not necessarily fit Wayne RESA’s protocol and should be removed.

Joe agreed to take the lead in making sure that the subunits in the contract are modified and the contract submitted.

Heather moved that the intent of the wording of the contract be approved as it stands today. The EC has the final authority to approve the contract. This will be done before the RESA meeting in February-Approved

The ED job description, minus the payment schedule, was approved.

* **Update on fiscal responsibility of MEDC funds**

Joe made a motion that he and the ED would enter into final negotiations with the MMSCN on the language of the proposed MOU for fiscal responsibilities.

Karen pointed out that the original MOU submission by the Network included language on Network Board approval for amounts of over $5K and over $10K that is required by its non-profit status. She also pointed out that amendments needed to be made to the dates in the grant.

ED reported that she has asked the MEDC whether or not we need to re-sign contract with new chair. She also reported that we have the option of revisiting the contract.

Motion approved.

In light of the confusion surrounding fiscal responsibilities, Heather made a motion that the EC explore the requirements and feasibility of the STEM Partnership becoming a stand-alone legal entity. Joe recommended that a TF should be set up to bring recommendations back to the Board.

Motion approved.

**Strategic Direction Committee**

* **Proposed Strategic goals**

Paul Agosta led the discussion on the work of the committee. He stated that it was necessary to look at both long and short term goals. Hubs have been asked to provide input and to send their own goals and plans to the committee. The Strategic Direction has discussed the roles of the state board and the hubs. Paul reported on 4 goal statements that the Strategic Direction based on the vision and mission statements, and on what can be accomplished in 2014. Discussion on the four proposed goals followed.

Jodie commented that it is important to highlight the company partnerships (fits under goal #2). Patty added that their should be a separate goal that clearly include employers.

Goal 5 was added – Engage employers fully in stem education and career preparation

Brandon suggested revisiting the definition of a partner and Barbara reminded the Board that there is a document with criteria that must to be met. It is in already in place on the web site. Perhaps a similar document should be developed to define partnership between the Board and hubs?

There was agreement to go forward with the 5 goals; next step will be to send them out for comment.

Adjournment for 5 minutes

* **Board development Committee**
* Replacement for Bay Hub representative:

Heather proposed a representative from Dow. This person will not be available until March.

Mike Tanoff has submitted his materials for consideration as a replacement for Lake Michigan liaison.

* Board participation/attendance

A discussion on current Board attendance and ways of dealing with proxies resulted in Megan offering to send out a meeting wizard. (Megan can you clarify/explain this statement better for me please?)

* **Communication Committee**

The Committee is gathering input on communication tools.

Received responses from hubs, the most challenging are basecamp. Questions were asked about website and newsletter. Questions have been raised about updates about the website. Greg stated that we need to pay attention to comments from the hubs because theya re struggling to reconcile what they are doing with what we are doing.

* **Board Task Force**

Two issues need to be addressed quickly:

* **Charter document**

First meeting of the Task Force will be Tuesday.

Heather asked if people could read the draft and send comments to Brandon via email by Monday.

* **Grant criteria**
* **Executive Director’s Report (written and sent out before the meeting)**

There was minimal discussion of the items presented in the report

**Items for discussion and approval**

 Approvals:

* MOU between MSP and the MMSCN (MEDC funds)—approved as part of Finance Committee report

* 2014 ED job description, performance evaluation, and contract—approved as part of EC report
* Task force charter and membership—further discussion and revision of the charter document may be undertaken after feedback from Board members by Monday.

Discussion:

* **MSP conference/event in 2014**

Suggestion is that we need to let people know we exist by “doing something” as a revenue generator. Board briefly discussed partnering with another organization. A more detailed discussion needs to take place before a decision is reached.

* **STEM and Me presentations at SBE**

ED reminded the board of the event on February 11 and invited all to attend.

* **Upcoming events page on our website**

ED reminded members that important national, state, and local events are listed in chronological order.

ED informed the Board about a new group called MiSci, initiated by the MMSCN as a collaboration of anyone who is involved in science education.

Referring to the MEDC monthly talent webinar the ED stated that we could use this as a model for communication with the hubs and fir monitoring progress on grants.

Jodie asked about the monthly STEMx phone meetings and she suggested that bullet points on what is discussed at the meetings could be prepared by the ED. Jodie also suggested that other board members participate in the meetings with the ED.

The ED reminded members that the US News Stem conference is in DC in April, and that STEMx states would again be presenting a conference strand. Battelle provides two free registrations to membership states with the option for more—deadline for letting ED know if interested is February 7.

Amy Cell will be attending the next Board meeting in February to present MEDC plans for this year.

It was agreed that other guest speakers should be invited to Board meetings. The ED will make suggestions and be responsible for details.

Al Lecz thanked the ED for attending and co-presenting with him at a meeting on advanced manufacturing at Focus Hope on December 13.

Derhun Sanders added that the Army could possibly help in funding the ED to go to certain events such as the Mackinac Policy Conference.

**Other business**

Heather explained her concern about PLTW video on website because of the appearance of endorsement. She stated that we want to stay mindful of what is being posted on website and twitter.

It was suggested that a communication subcommittee filter what is being put on social media and website.

Brandon suggested that website be used to generate revenue. Requires more thought.

Board members were asked to update their contact information for the Board files.

Christy Cloud-Webb asked that someone from the Executive Committee speak at the second STEM Symposium hosted by the Straits hub September 18th 2014. This topic will be revisited at the next meeting.

Next meeting: February 27th

A request was made that reminder emails be sent out for upcoming individual meetings.

Pre-read materials will be sent out one week before Board meetings.

Meeting adjourned: 3:22 p.m.