



Event: Board Meeting Agenda
Date/Time: August 27, 2015 / 12 noon - 3 p.m.
Marshal Street Armory
330 Marshall Street, Ste. 203
Lansing, MI 48910

Meeting Minutes

Note: Due to the change of meeting location and the late notification that we would not have meeting support, scribe, and recording capabilities, the following notes may lack some details.

Attendees: Paul Agosta, Brandon Lucas, Mary Sutton, Lisa Gordon, Jodie Ledford, Gary Farina,

On the phone: Christy Cloud-Webb, Linda Daichendt, Andrew Smart, Gary Gilger, Linda Daichendt, Greg Marks, Mike Tanoff, Monique Wells, Tom Wessels, Jenny Shanker,

Apologies:

Guest Attendees:

Public Comments: There were no public comments.

Call to Order – The meeting convened at 12:05 PM

Welcome Members and Guests

Consent Agenda

A motion to approve the minutes of the June 25, 2015 meeting was approved (Paul/Mary)

Board Action(s)

Grant – Junior Achievement Girls STEM Event

This item was moved to the Task Force Committee Report below.

Hubs Updates:

Lake Michigan Hub – Mike

Executive Director's Report – A report covering both July and August was provided as a Pre-Read Document. The ED commented on the following areas from the report. The issues and concerns received regarding the recent grant cycle were caused by several factors including extending the deadline for grant proposal twice, the large increase in the number of grant proposal that required additional time in securing more volunteer readers and more time to process, and the extended amount of time it took to receive back the 'letters of acceptance' for all grants. The ED commented that it will be important to begin the grant process earlier this cycle and not extend the application deadline. Additionally, the ED highlighted options outlined in the report that suggest considerations for modifying the grant process. The suggestions include more options to apply for grants and the identification of target areas for funding. Board members were asked to submit any additional ideas/suggests for modifying the grant process to Brandon so they may be included as the Task Force Committees considers updates to the grant criteria, process, and related documents and templates.

Committee Reports

Executive Committee

Partnership MDE Grant Transition Plan – Paul reported on the draft Partnership Transition Plan that is in development at

the request of Stephen Best and MDE. The plan is focused on establishing the actions necessary to ensure the Partnership can demonstrate the capacity for operations, fiscal management, and grant administration as it becomes its own fiscal agent. Other essential areas for plan include the alignment, communication, and development of the Hubs and the role and transition of the Math and Science Directors. A draft plan (pre-read document) was reviewed by the Executive Committee and Board Members on August 19th. The draft plan will be submitted to MDE for review and comments. A combined meeting with the Partnership, MDE, and the Michigan Math and Science Network will be scheduled to further review and refine the plan. Paul also noted that the plan address activities for administering/managing the state grant and does not represent the full scope of the partnerships intend operations as a tax exempt (501C3) organization.

MISTEM Process Model – Paul did address the MISTEM initiative with Representative Zemke. Paul highlighted the need for the Partnership to have a prominent place in the operations of this model and process. A Council with 11 voting members will lead the model with the expectation that there will be a tiered structure of support committees with various purposes and functions. Paul stated that developments at this time are focusing on identifying what those committees are, what the different roles will be, and how they will interrelate. Paul also noted that there is money in the state budget (\$50,000) for initially staffing an individual to begin pulling this together. It is expected that any staffing will not take place until early spring 2016. Paul affirmed that members of the Partnership that are active on the committee designing this model will continue efforts in its development and ensuring an active role for the Partnership.

Finance Committee

Financial Institution Resolution and Fiscal Control Policies - Gary Gilger reported that the Partnership has opened a business checking account with the Michigan State University Federal Credit Union. This was done based on the actions of the Executive Committee approving a financial institution resolution. Additionally, the Finance Committee prepared Fiscal Control Policies to address fiscal management and purchasing. Both the Financial Institution Resolution and the Fiscal Control Policies were post for board member review.

Action Item – The ED called for a motion for the Board to approve the Financial Institution Resolution as presented. It was moved by Paul and Second by Gary G. The motion was approved.

Action Item – The Ed called for a motion to approve the Fiscal Control Policies as presented. It was moved by Paul and Second by Mary. The motion was approved.

Budget Shortfall – Gary G. reported that the Partnership will have a budget shortfall for this fiscal year. The cause of the shortfall is placed on information provided by the current fiscal agent and by the Partnership to make the decision to add the Grant Manager position. The communicated carryover of surplus funds (provided in March) from the previous fiscal year was clarified in August as an accounting action to balance and manage different fiscal years rather than excess funds. Additionally, funds believed to be accessible for reserve needs were distributed by the fiscal agent without knowledge (at the time) or approval of the Partnership. The amount of the shortfall is not known at this time as communications with conflicting information have been received from the fiscal agent. A meeting has been requested with the Superintendent of the fiscal agent to discuss and resolve the situation. Based on the information received the shortfall is estimated at between \$2,097 and \$10,847.

Liability Insurance – The ED reported on the need for the Partnership to purchase liability insurance. Having operations under a fiscal agent that is a school district and manages a state grant has provided for some level of coverage. Once the Partnership become its own independent fiscal agent the need for coverage is necessary. The ED reported that he had talked with the Michigan Non-Profit Association to see if having membership in that organization would provide coverage. That organization does not provide coverage but works in collaboration with an insurance company in Lansing. Contact with that company directed efforts to a risk assessment tool that would be used to assess risk and cost. It was also noted that Directors and Officers coverage may be considered although most issues under this coverage are employment related. It is expected that Liability coverage for the Partnership would cost up to \$1,200 per year.

Gary G. commented that the cost of insurance and some other costs, such as filing fees and consulting services for the 501C3 application are not allowable expenses under the state grant. Donations requests have been made to begin to address these costs. It was recommended by Linda that the Partnership establish a Paypal account that would allow

direct donation to the partnership, by credit card, through the organizations website. The ED stated that he would review the process and complete the setup.

Strategic Directions Committee

Monique reported that a document regarding a conference, and conference options, is being prepared and will be posted for review by board members.

Governance Committee

Board Member Recruitment - The Executive Director reviewed the process and status of the effort to fill open board seats. A document was posted for review that outlined the candidates being recommended for appointment to the Board. The Ed reminded the board that the focus of the outreach effort was to improve the representation of both Career Technical Education, Post-Secondary/Community College, and gain representation of Talent and Economic Development. To-date, there has not been any success in recruiting TED representation.

The Ed reported that each recommended candidate provided background information was interviewed, and their appointment was discussed and approved by the Executive Committee. There are eleven seats to fill. At this time the recommendation is to approve the appointment of six individuals that include:

1. Romulo Juarez, Program Manager, Accenture
2. Jenny Deason Copeland, Telecommunication Engineer, Author, Inventor
3. Jarrod Grandy, Director of Career Readiness, Kent ISD
4. Paul Mulka, Director, Michigan Career and Technical Institute
5. Jennifer Seger, Associate Dean, Macomb Community College
6. Mel Drumm, Executive Director, Ann Arbor Hands-On Museum

Action Item – The ED asked for a motion to approve the appointment of the six individuals to the Partnership Board with a two year term beginning with the October board meeting 2015. It was moved by Mary and second by Monique. The motion passed.

The ED stated that there are remaining seat to fill and efforts to process additional candidates are ongoing. It is expected that additional appointments will be recommended at the September Board Meeting.

Communication Committee

No Report

Board Task Force Committee

Grant Disbursement – A document with the grant payouts was provided for review (Pre-Read Document). The ED reported that two of the grants had a split awards and are highlighted in the document. The ED explained that it was necessary to split awards on two of the larger grants as the cost of all grants approved exceeded fund resources for this fiscal year.

Traverse City Schools and National Center for Earth and Space Education – The ED reported that the Partnership was contacted by the National Center for Earth and Space Education in regard to awards made to two Michigan School Districts through a national competitive process – Traverse City Schools and Warren School District. The awards are for inclusion in the Mission 9 Space Science Experiment Program where teams of student work with professional researcher to design micro-gravity experiments. Selected experiments will be transported by NASA to the International Space Station where astronauts will conduct them and share the results. There are costs for this program outside of the award by the NCESE that amount to \$23,000. Fiat Chrysler is underwriting the costs for Warren Schools and the NCESE has asked for assistance for Traverse City School from the Partnership.

The ED reported that In review of this request the following information supports it consideration:

- The selection of the program has gone through a competitive process
- The program uses a STEM based community model
- The program meets all of the criteria for funding under the Partnership selection process and will involve 850 students grades 5-12 and involves collaborating organizations
- Conversations with MDE acknowledged that the program meets funding guidelines
- Engagement in a National Program such as this could be beneficial to the Partnership in regards to promotion, perception, mission and purpose an could produce value in increasing visibility and connections statewide

The ED asked for a motion to approve funding for this program out of the 2015-16 grant funds under the following criteria:

- The Michigan STEM Partnership will provide \$20,000 in grant funding for the SSEP program at Traverse City Area Public Schools (\$3,000 in funding from another supporting agency has already been secured)
- Funding will be provided in two payments; the initial payment in October 2015, and the second payment in December 2015. The Partnership will implement efforts to fundraise for this effort to offset the cost of the second payment.
- The Michigan STEM Partnership will receive one of the available Mission Patches to oversee a statewide student design competition
- In receiving this funding Traverse City Area Public Schools will provide the following:
 - Provide the Michigan STEM Partnership a copy of the program proposal submitted to the NCESSSE
 - Traverse City will receive an award/acceptance letter and must sign a return the Letter of Acceptance and return it to the Partnership
 - The Michigan STEM Partnership will be acknowledged in promotional and/or news release communications as a funder/supporter of the project
 - The grant guidelines of the Partnership will be followed that include scheduled progress meetings and a final report.

Action Item - A motion was made by Brandon and Second by Monique to approve funding for the Space Science Experiment Program at Traverse City Schools. The motion passed with three dissenting votes. The basis for the dissenting votes was focused on concerns awarding grants outside the traditional process and normal grant cycle.

Junior Achievement STEM Event – The ED reported that the Partnership was contacted by the Lakeshore office of Junior Achievement of the Michigan – Lakeshore office. They are planning to conduct a Girl’s Dream Fair for 8th grade girls within a 7 county area. The goal is to bring STEM professionals and women-owned businesses to the forefront of this girls-only career fair. The event would offer hands-on activities, as well as letting the girls engage with the STEM professionals to learn more about the opportunities that exist in these fields. The event is being planned at Hope College and expects 250-300 girls to participate in the event. The Lake Michigan Hub is involved in the planning and development of this event. Junior Achievement has asked for sponsorship and support.

The ED noted that once all of the scheduled grants distributions have been made that there is an expected fund surplus of approximately \$500. These funds are not eligible for carryover.

Action Item - The ED requested a motion to award up to \$500 to Junior Achievement to support this event. The motion was made by Gary G. and second by Paul. The motion passed.

Additional Items/Updates

1. Detroit Piston’s STEM Event – The Ed reported that the Partnership was contacted by the Detroit Piston to support and sponsor a STEM event to be held at the Palace. The Palace and Piston’s use a number of leading mobile and wireless technologies and other STEM based applications in their business communications, customer service, broadcasting, and sports performance areas. The goal of the event will be to invite high school student, parents, educators in southeast Michigan to the Palace for a demonstration of the STEM based technologies and direct interactions with professionals that would highlight careers and career preparation opportunities. The St. Clair Hub has been engaged in the planning

2. and development activities for this event. The Board will be kept informed of developments and details regarding this event as they become available.
3. Digital Badges – The ED reported that the Partnership was contacted regarding interest by any board member with a technical background in participating in a developing program with digital badging. Digital badges provide a complete competency assessment of student skill development. The goal of the project is to document student competencies through the use of digital badges for some selected out-of-school learning opportunities. Part of this work has to do with the FIRST grants that the MDE administers. The request is for industry folks with technical background to review and validate the digital badge competencies that have been developed. It is expected to take only a few hours and would need to be completed by December 15th.

Monique Wells volunteered to participate in the competency review.

4. STEMx – The ED reported that a request has been sent to STEMx to extend the Partnership's membership for one year at no cost. This request is being made based on the difficulty in connecting and communicating with STEMx (due to their re-staffing) and lack of services and benefits that were an expected part of the paid membership for 2014-2015. The ED stated that there is no consideration at this time to pay for continued membership in STEMx. The ED will let the board know if there is any response from STEMx.
5. Mary Sutton noted to the board that the National Afterschool STEM Partnership Summit will take place in Washington D.C. in September. The Mott Foundation is a sponsor of this event and is sponsoring a team from Michigan. The team includes educators, representative from government and non-profit organizations (including the Partnership), and business and industry.

Next Meeting Date – September 24, 2015 at the office of Michigan Virtual University

Adjourn – The meeting was adjourned at 2:10 PM