

**MINUTES  
REGULAR MEETING  
MUSKEGON AREA PROMISE ZONE AUTHORITY BOARD  
September 9, 2025  
8:00 A.M.**

A regular meeting of the Muskegon Area Promise Zone Authority Board was held on Tuesday, September 9, 2025 at 8:00 a.m. at the Muskegon Area ISD, 630 Harvey Street, Muskegon.

The following board members were present:

Mr. Steve Parker, Longview Management Consulting  
Mr. Randy Lindquist, MAISD Superintendent  
Dr. Aaron Maike, Baker College of Muskegon  
Dr. John Selmon, Muskegon Community College  
Ms. Holly Hughes, Community Representative  
Mr. Keith Guy, Muskegon Public Schools  
Mr. Christopher Dean, Retired Muskegon Heights Fire Department  
Ms. Rachel Gorman, Muskegon Lakeshore Chamber of Commerce (arrived 8:14)  
Mr. Gary Nelund, State Farm Insurance

The following board members were absent:

Dr. Justin Grill, Trinity Health

Also present: Ms. Megan Byard Karaba, Career & College Readiness Program Director

Mr. Mike Schluentz, MAISD Associate Superintendent  
Mr. Jesse Rickard, MAISD Association Superintendent  
Mr. Ben Kalb, MAISD Director of Communications

Guests: None

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1. Call to Order

Mr. Parker called the meeting to order at 8:00 a.m.

2. Public Participation – None.

3. Approval of Agenda and Minutes

**It was moved by Gary Nelund and supported by Aaron Maike to approve the agenda as presented, and the minutes of the July 8, 2025 Regular meeting. All Ayes (8) Nays (0) Motion carried.**

4. Annual Meeting Update

Ms. Byard Karaba reviewed the following Annual Meeting documents:

- PZA Act
- Bylaws
- Development Plan
- Roles, Responsibilities & Expectations
- Governance Structure (board, staff & committees)

- Conflict of Interest Statement

5. Budget Update

- YTD Financials – Mr. Schluentz shared the Financial Statements as of June 30, 2025, July 31, 2025, and August 31, 2025.
- Payment Approvals

**It was moved by Aaron Maike and supported by Christopher Dean to approve the following payments: All Ayes (9) Nays (0) Motion carried.**

**FY2025**

- Muskegon Community College – Summer Tuition - \$410,316.60
- Baker College – Summer Tuition - \$39,232.25
- Brickley DeLong – Preaudit FY2025 Fees - \$700.00
- Muskegon Area ISD – Business/Communication Services - \$20,000
- Muskegon Area ISD – Audit Adjust FY 2025 Expenses - \$37,039.31

**FY2026**

- NUVO College of Cosmetology – Summer Tuition - \$2,915.53
  - Muskegon Area ISD – July/August Actual Expenses - \$39,395.71
- Transfer of \$550,000 from MIMAX to ChoiceOne Bank

**It was moved by Aaron Maike and supported by Christopher Dean to approve the transfer of \$550,000 from MIMAX to ChoiceOne Bank. All Ayes (9) Nays (0) Motion carried.**

6. Membership Update

- Board Member Roster & Candidates – Recruitment Strategy & Timeline – the Board reviewed the member roster and discussed potential candidates to fill the open board position. Board member Keith Guy’s term is due to expire September of 2025. He expressed his interest in continuing to serve on the board for another four-year term.

**It was moved by Randy Lindquist and supported by Steve Parker to approve the renewal of Keith Guy’s term for a four-year term expiring September 2029. All Ayes (9) Nays (0) Motion carried.**

- Mr. Lindquist indicated that he would invite an interested candidate to meet with members of the Membership Selection Committee in October and then bring a recommendation to the November meeting for formal appointment of a new member.

7. Student Eligibility, Terms & Appeals

Student Appeal Application (FAFSA Waiver) – Ms. Byard Karaba presented an appeal request from a prospective student, a recent 2025 high school graduate, seeking to enroll in the upcoming academic year. The student's application for federal financial aid via the Free Application for Federal Student Aid (FAFSA) has been delayed due to her current immigration status. The student has requested an exemption from the FAFSA requirement to proceed with her enrollment. Due to her unique circumstances, Ms. Byard Karaba is requesting approval of this appeal.

**It was moved by Randy Lindquist and supported by John Selmon to approve the following student appeal. All Ayes (9) Nays (0) Motion carried.**

| Name                  | District  | Approved | Denied |
|-----------------------|-----------|----------|--------|
| Maria A. Garzon-Soler | Fruitport | X        |        |

8. Student Success & Other Business

- Success Coaching on College Campuses – Update – Ms. Byard Karaba shared that 1,038 students have accepted their scholarship for this fall; 675 will be universally supported; 349 are identified as first year, first generation and/or graduated high school with a GPA lower than 3.0 and will be assigned a success coach on campus receiving moderate support, and 14 have been identified as needing intensive support due to SAP and will also be assigned a success coach on campus.

9. Marketing/Communication Update

- Third Party Marketing – Review, Discuss & Facilitate our WHY – Ben Kalb held discussion with members of the board to explore marketing ideas to promote the Promise and whether to consider an outside marketing firm to assist in this work. It was decided to use Ben for exploration, and then perhaps pursue a marketing firm to determine the WHY. At the November meeting, the board will narrow down their ideas.
- Gold Level Donor Update – Discuss & Plan Strategy – This will be discussed at a later meeting due to meeting time constraints.

10. Fundraising Update – No Report

11. Upcoming Events – Ms. Byard Karaba reminded board members of the following events.

- MLCC Business for Breakfast – September 26, 2025
- MCAN Annual Conference 2025
- PromiseNet2025

12. Next Meeting Date

- Next meeting will be November 11, 2025 – 8:00 a.m.

There being no further business, the meeting adjourned at 9:36 a.m.

Respectfully submitted,

*/Barbara Ireys/*

Barbara Ireys, Recorder