

Minutes

VSAC Programs & Services Committee Meeting

November 23, 2015
10:00 a.m. – 12:00 p.m.

Board Room, VSAC Offices
10 East Allen Street
Winooski, VT

Committee Members Present: Martha Heath (Chair), Dennis O'Brien, Katharine Hutchinson, Pam Chisholm, Sarah Buxton and Dave Larsen
Committee Members Absent: NA
Other Members Present: Dodie Mitchell
VSAC Staff Present: Scott Giles, Marilyn Cargill, Patrick Leduc and Kristi Rocheleau
Others: NA

Martha Heath called the meeting to order at 10:05 a.m. A quorum was established, and the Committee took up the first order of business. Martha shared that the design of the agenda is intended to provide more time for policy review, and she invited feedback from the Committee to help shape future meetings.

Approval of Minutes

Upon a motion made by Dennis O'Brien and seconded by Pam Chisholm, the Committee voted unanimously to approve the Programs & Services Committee record of May 11, 2015, as presented.

Operations Update

Marilyn Cargill announced that despite partnering with Vermont colleges to encourage currently enrolled students to apply for Vermont grants, the numbers of applications received are down significantly from the last year. Marilyn and her team continue to research the reasons; in the meantime, she recommends that funding levels be adjusted no later than mid-December so that the awards are correct when schools begin spring enrollment verification. The Committee then discussed considerations, and based on the discussion:

Dave Larsen then moved the following Resolutions:

Resolved, that the Committee recommends that the Board of Directors increase full-time incentive grant levels by \$300 for both fall and spring awards for all full-time recipients, effective mid-December 2015.

And it is further

Resolved, that part-time grant award spending will increase slightly, by roughly \$100,000, since the part-time level is tied to the full-time level.

Pam Chisholm seconded the motion. After further discussion, the Resolutions were adopted by unanimous vote.

Aspirations Project

Patrick Leduc provided a status update of the aspirations activities at Lamoille Union HS and Bellows Fall HS and responded to Committee member questions. Patrick will circulate the evaluation plan within the January Committee materials. Scott Giles noted that the aspiration initiatives provide an opportunity to innovate beyond meeting the reporting requirements of the federal grants, allowing us to better understand the effectiveness of community-based versus school-based efforts, which will inform future grant writing.

Grant Policy – ongoing annual review:

Marilyn summarized the four policies under review, noting that the Appeal policy is in the new format that the Committee reviewed in September. The Committee agreed that the new format works, and recommended that a number system be added for tracking. The Committee then reviewed and discussed each of the policies:

- **Appeals** – Minor text changes were made, and the policy was transferred to the new format. In response to Committee questions, Marilyn shared that the escalation portion of the policy is utilized infrequently.
- **Request for Consideration** – Marilyn reported that the Appeal policy covers this policy and therefore recommended it be sunset.
- **Social Security Pass Program** – This policy was implemented in 2000 to reflect how the Vermont State Grant would be impacted by students saving for college under the SSI Pass program. It is unclear if the Social Security pass program is still in place and there have been no students using the Pass Program in the last ten years; therefore, a recommendation to remove the policy was made.
- **Supplemental Information Form** – There is no longer a supplemental form; therefore, Marilyn requested that the policy be removed.

Following committee review of the policies, Kaki Hutchinson moved that the Committee accept the revised Appeals policy process and the recommendation to discontinue the three policies noted above. Dennis O'Brien seconded the motion and the committee voted unanimously to approve.

Risk Review

The Committee discussed the process for reviewing risks assigned to and or shared with the Committee. Scott communicated that in addition to the committee assignments, the executive team is assigned to each of the risks, and shared committee risks will be assigned for review at the same time to facilitate discussion and review.

Scott then described the customer retention risk, what we are doing right now, and next steps. The Committee discussed and suggested that the title be reviewed to include customer development, or that a separate risk for customer development be added. Martha requested that a matrix of the operational reports be included in future standing Programs & Services reports.

Federal and State update

Scott Giles and Marilyn Cargill provided an update of the federal and state activities affecting VSAC.

Other Business

There being no other business, the Committee adjourned at 12:09 p.m.

Respectfully submitted,

Marilyn Cargill, Assistant Secretary