

Minutes

VSAC Programs & Services Committee Meeting

May 16, 2016
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, Sarah Buxton, Katharine Hutchinson and Dave Larsen

Committee Members Absent: Pam Chisholm

Other Members Present: Dodie Mitchell

VSAC Staff Present: Scott Giles, Tom Little, Marilyn Cargill, Patrick Leduc, and Kristi Rocheleau

Others: NA

Chair Martha Heath called the meeting to order at 10:06 a.m., and a quorum was established.

Approval of Minutes

Upon a motion made by Katharine Hutchinson and seconded by Dennis O'Brien, the Committee voted unanimously to approve the Programs & Services Committee records of March 21 and April 21, 2016, as presented.

Operations Update

Marilyn Cargill updated the Committee that she expects a slightly lower amount than was originally projected to be carried forward to the FY17 grant allocations. Marilyn also communicated that the Executive Committee is in the process of evaluating funds that may be unspent due to attrition of the end of each of the remaining Next Generation Scholarship cohorts.

Grant Policy – ongoing annual review:

The Committee continued its ongoing review of grant policies. Marilyn walked Committee members through the policies and recommendations.

Approved Schools – Vermont grants are awarded to students attending approved schools. This policy defines what constitutes an approved school, and aligns the language used in both the Vermont Statue and the Federal Title IV Student Program. The Committee recommended moving the Additional Information section into the Policy section.

Upon a motion made by Katherine Hutchinson and seconded by Dennis O'Brien, the Committee voted unanimously to accept the recommended Approved School policy, as modified.

Application Deadline – This policy states that Vermont grants are awarded based on a first come, first served basis, until funding is depleted. Marilyn explained that each year the grant program determines a cutoff date based on availability of funding. The Committee recommends replacing the term “Deadline” with “Cutoff,” given that there is no set deadline date. No other changes were recommended.

Upon a motion made by Katherine Hutchinson and seconded by Dennis O'Brien, the Committee voted unanimously to accept the recommended Application Deadline policy, as edited.

Cancellations – This policy explains that an incomplete Vermont grant application can be cancelled after a defined period of time. The application may be reinstated once an applicant provides the necessary documentation to complete the application if funding is available. No changes or recommendations were offered.

Upon a motion made by Katharine Hutchinson and seconded by Dennis O'Brien, the Committee voted unanimously to accept the recommendation to the Cancellations policy, as presented.

Executive Session

Upon a motion made by Katharine Hutchinson and seconded by Dennis O'Brien, the Committee voted unanimously to enter executive session at 10:31 a.m. in order to consider contractual matters for which premature public knowledge would clearly place VSAC at a substantial disadvantage; and to obtain confidential and privileged advice from General Counsel. The following were requested to remain in the room, as they have information needed for the executive session: Dodie Mitchell, Scott Giles, Tom Little, Patrick Leduc, Marilyn Cargill. 1 V.S.A. sec. 313 (a).

The Committee exited the session at 11:07 a.m.

Risk Review – Data Integrity and Analysis

The Committee transitioned to the review of the Data Integrity and Analysis risk profile previously distributed. Marilyn explained that the risk has not increased in this category since it was first introduced. The current status and future plans to further mitigate this risk was discussed.

Federal Update

Scott Giles provided a federal update on the latest Treasury, Direct Loan allocation, and Reauthorization conversations.

Vermont Update

Scott reported out on legislative affairs.

Marilyn and Patrick shared various updates:

- Dual Enrollment stipend – There has been an uptick in stipend requests. As a result, VSAC received an additional \$10,000 appropriation for the dual enrollment stipend program, allowing the current demands to be met.
- VSAC, in collaboration with Burlington High school, submitted a grant through the Kresge Foundation and NCAN to assist with increasing FAFSA filing completion rates.
- The McClure Foundation has encouraged VSAC’s reapplication for another grant as a result of exceeding expectations from the Personalized Learning Plan professional training. VSAC has also submitted a proposal for increasing Dual Enrollment use by low-income and first generation students. VSAC is awaiting the Foundation’s review.
- VSAC has hired an Employer-Based Services professional to work with employers to deliver a range of services, including college and career planning services to employees. This is a new service that VSAC is launching.

There were no questions regarding the standing reports provided.

Other Business

There being no other business, the Committee adjourned at 12:04 p.m.

Respectfully submitted,

Marilyn Cargill, Assistant Secretary