

# Minutes

## VSAC Programs & Services Committee Meeting

**May 21, 2018**  
**10:00 a.m. – 12:00 p.m.**

**Boardroom, VSAC Offices**  
**10 East Allen Street**  
**Winooski, VT**

**Committee Members Present:** Martha Heath (Chair), Pam Chisholm, Dave Larsen, Dennis O'Brien, Chuck Soule, Matt Trieber  
**Committee Members Absent:** NA  
**Other Members Present:** Dodie Mitchell, Chair  
**VSAC Staff Present:** Scott Giles, Tom Little, Marilyn Cargill, Patrick Leduc, Laurie Oliver, Mike Stuart, Kristi Rocheleau  
**Others:** NA

Chair Martha Heath called meeting to order at 10:11 a.m., and a quorum was established.

### Approval of Minutes

*Upon a motion made by Dave Larsen and seconded by Pam Chisholm, the Committee Members voted unanimously to approve the Programs & Services Committee Minutes of March 26 and April 16, 2018, as presented.*

### Grant Policy – Ongoing Review

Marilyn Cargill reviewed three policies with Committee Members as part of the ongoing review of existing VSAC grant program policies. There are no proposed changes or revisions suggested.

- **Tax Verification** explains the verification process and timing for Vermont state tax verification.
- **Disbursement of Funds** defines that disbursements for each Vermont Incentive Grant applicant will be disbursed directly to the institution, based on the academic terms as defined by the institution, after the term has started and enrollment has been verified by the institution.
- **Enrollment Verification** explains that institutions are required to verify a student's enrollment each term before the Vermont grant funds can be disbursed.

*Upon a motion made by Pam Chisholm and seconded by Dave Larsen, the Committee Members voted unanimously to recommend that the full Board approve the Tax Verification, Disbursement of Funds, and Enrollment Verification policies, as presented.*

### Operations Updates

The management team briefed the Committee on program efforts since March 26, 2018.

In response to questions about the Dual Enrollment standing report, Marilyn provided background for the overpayment to nine students as result of file error. To date these funds have not been returned from six

students; however, VSAC believes this is due to confusion on the student side. The students did take a class and may have incurred expenses in excess of the two awards.

### **Federal Update**

Scott Giles updated the Committee on the federal efforts to resolve GEAR UP budget and reporting inconsistencies. As a result, we are still waiting on the formal competition announcement and application timing. Scott is working closely with the Vermont delegation on this matter; one result is that VSAC has been invited by Senator Leahy's office to join members of the HHS appropriations staff, who will visit Vermont to observe programs affected by the GEAR UP funding decisions. Patrick Leduc added that while the competition details are unavailable, his team is working on the preparing for the grant so that once it is announced, VSAC can react quickly. In response to the risk of not receiving the grant this year, Patrick noted that there is contingency funding from the current grant that would allow VSAC to continue most services while pursuing future funding.

### **Vermont Update**

Governor Scott's request for a Special Session prevented the Vermont Legislative session from wrapping up. Tom Little, Matt Trieber, and Scott Giles provided an update on the status of items important to VSAC. A post-session summary of portability, grant funding, guard, dual enrollment, and VHEIP results will be shared at the June 18 meeting.

### **VSAC Special Report**

Scott Giles announced that the final review for the four-year completion research report is complete. The rollout plan includes meeting with college Presidents over the summer and a potential convening in September with Higher Education stakeholders.

### **Other Business**

There being no other business, the Committee adjourned at 12:02 p.m.

Respectfully submitted,

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Marilyn Cargill, Assistant Secretary