

VSAC Board of Directors Meeting

December 9, 2019

11:00 a.m.

**Courtyard Marriott
Harbor Room
25 Cherry Street
Burlington, Vermont 05401**

Members Present: Dodie Mitchell (Chair), Martha Heath, Dave Larsen, Pam Chisholm, Dennis O'Brien, Chuck Soule, Ann Cummings, Matt Trieber, John McSoley

Members Absent: Beth Pearce, Michael Smith

Staff Members Present: Scott Giles, Tom Little, Marilyn Cargill, Mike Stuart, Patrick Leduc, and Jodie Ducharme

Chair Dodie Mitchell called the Board of Directors meeting to order at 11:04 a.m., and a quorum was established.

Approval of Minutes

Upon a motion made by Martha Heath and seconded by Matt Trieber, the Directors voted unanimously to approve the meeting minutes of October 21, 2019, as presented.

Board Officer Elections

Governance Committee Chair Dave Larsen reviewed the process taken for Board Officer elections. Pam Chisholm then led the discussion and vote on the election and appointment of officers.

Upon a motion made by Pam Chisholm and seconded by Matt Trieber, the Directors voted unanimously to elect the following slate of Board Officers.

*Dorothy Mitchell – Chair
Martha Heath – Vice Chair
David Larsen – Secretary*

Programs & Services Committee

Chair Martha Heath summarized each of the following policies, last reviewed in 2016, noting there were no proposed changes:

- Cancellations
- Application Cutoffs
- Approved Schools for Degree Programs

Upon a motion made by Martha Heath and seconded by Dave Larsen, the Board of Directors voted unanimously to approve the Cancellations, Application Cutoffs, and Approved Schools for Degree Programs policies, as presented.

Marilyn Cargill provided a summary of the Auto Grant Application Renewal Pilot, noting that VSAC staff recommends that all students who had been awarded the previous year be auto renewed for the 19-20 school year. Marilyn responded to Board member questions and noted that the Programs & Services Committee will be reviewing data from the pilot to see if it should become a permanent policy for the Board to vote on in February.

Upon a motion made by Martha Heath and seconded by Pam Chisholm, the Board of Directors voted unanimously to approve the auto grant application renewal for 2020 for all students who had been awarded the previous year.

Human Resources Committee

Dennis O'Brien explained that he and Dodie Mitchell will be working on changes to the CEO Evaluation process, noting that the questionnaire that was previously distributed to Board members was not the most effective way of gathering information. Dennis explained that rather than a questionnaire, feedback would be gathered via a conversation, noting that more information would be forthcoming regarding changes to the evaluation process.

The Board recessed the meeting until after lunch and reconvened at 12:31 p.m.

Board Member Retirement

Dennis O'Brien announced his plan to retire from the Board in June 2020. Dave Larsen noted the Governance Committee has begun the process to seek a replacement and will bring thoughts to the full Board for further consideration.

Vermont Update

Marilyn provided an update and responded to Board member questions about Free College.

Scott Giles gave an update on state licensing and the Vermont legislature.

Meeting and Adjournment

There being no other business, the meeting adjourned at 1:12 p.m.

Respectfully submitted,

David Larsen, Secretary