

## Minutes

### VSAC Programs & Services Committee Meeting

September 18, 2023  
10:00 a.m. – 12:00 p.m.

Boardroom, VSAC Offices  
10 East Allen Street  
Winooski, Vermont 05404

**Committee Members Present:** Martha Heath (Chair), Dave Larsen, Ryan Dulude, Clarence Davis, Caleb Elder  
**Committee Members Absent:** Tim Chamberlin  
**Other Members Present:** Dodie Mitchell, Chair  
**VSAC Staff Present:** Scott Giles, Patrick Leduc, Mike Stuart, Tom Little, Jodie Ducharme, Marcia Corey, Miranda Roth  
**Others:** N/A

Chair Martha Heath called the meeting to order at 10:06 a.m. With a quorum established, the Committee proceeded to the first order of business.

#### Approval of Minutes

*Upon a motion made by Ryan Dulude and seconded by Clarence Davis, the Committee Members voted to approve the Programs & Services Committee Minutes of May 22, 2023, and June 26, 2023, as presented.*

#### Public Comment

There were no public comments given during the public comment period.

#### Review Proposed Workplan

Martha Heath directed the Committee's attention to the previously distributed Work Plan, noting that it is similar to previous plans. Patrick Leduc highlighted one change in relation to the grant policy review, explaining that he has indicated the volume of grant policies to review at each meeting rather than including the specific policy names for review. Patrick explained that he will work with the grant team to prioritize which policies to review prior to each meeting. The Committee agreed with the documented work plan and had no suggested revisions.

#### Grant Policy – Ongoing Review

Marcia Corey reviewed the following policies, which were last reviewed in 2020:

- **Advancement Grant Program** – Marcia reviewed the policy and noted changes to clarify the indirect book allowance definition and timing of approval as well as updates to clarify the maximum Advancement Grant award amount.

- **Approved Schools for the Advancement Grant Program** – Marcia reviewed the policy and noted changes to add clarification that the school must meet all four minimum requirements to participate in the program.
- **Change of School** – Marcia reviewed the policy and noted changes to confirm the policy is applicable to both Degree and Advancement grant applicants.

The Committee discussed the policies and Marcia and Miranda responded to questions.

*Upon a motion made by Clarence Davis and seconded by Ryan Dulude, the Committee Members voted to recommend that the full Board approve the Advancement Grant Program, Approved Schools for Advancement Grant Program, and Change of School policies, as amended.*

### **Risk Assessment – Knowledge Transfer**

Patrick Leduc summarized the Knowledge Transfer risk outlined in the previously distributed materials, explaining the risk and oversights in place to minimize the risk. The Committee engaged in a brief discussion of the risk, during which members of the Executive Committee responded to questions.

### **Operations Updates**

Patrick Leduc briefed the Committee on the following:

- Workforce Loan Forgiveness Programs
- Workforce Opportunity Loan
- Cosigner Release
- Standing Reports

Mike Stuart provided an update on the Advantage loan student and parent volume.

### **Federal Update**

Scott Giles provided updates on the restart of student loan payments, the new SAVE IDR plan, FAFSA Simplification, and funding of the federal government.

### **Vermont Update –**

Scott Giles provided a legislative update, emphasizing the high need and demand for nursing programs.

### **Other Business**

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

Respectfully submitted,

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Patrick Leduc, Assistant Secretary