

California Student Aid Commission  
Personnel, Evaluation and Nominations Committee

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## Item 5

### (Information/Action Item)

#### Consideration of amendments to the Governance Policy and Procedures for recommendation to the Commission

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**SUMMARY:**

The Personnel, Evaluation and Nominations (PEN) Committee is tasked with the biennial review of the Commission Governance Policies and Procedures and to make recommendations to the full Commission on any changes and updates, as needed.

**RECOMMENDATION:**

Staff recommends that the PEN Committee adopt the proposed recommended changes to the Commission's Governance Policy and Procedures for consideration of adoption by the full Commission.

**BACKGROUND:**

The Governance Policies and Procedures currently provides:

At least biennially, the Commission's committee responsible for governance practices will review and report to the Commission an assessment of the Commission's compliance with the Governance Policies herein. This review and report will include assessment of the Commission's application of the overall governance approach, as well as compliance by the Commission Chair, Commissioners, and all Commission committees to the Governance Policies. It will also examine the effectiveness of the Commissioner orientation and Commission education programs. The committee will present its findings to the Commission, including any recommendations to improve Commission governance policies or practices.

At its December 3, 2020, Commission meeting, the Commission voted to amend the charter of the Personnel, Evaluation and Nominations (PEN) Committee to include in its charge:

At least biennially, reviewing and recommending to the Commission any updates, as needed, to the Commission's written governance policies, such as meeting procedures and committee structures.

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At its June 23, 2021 meeting, the PEN Committee voted to direct staff to review and provide recommendation for changes and updates to the Commission's Governance Policies and Procedures.

### **SUMMARY OF PROPOSED CHANGES:**

The recommended amendments to the Governance Policies and Procedures include updates to remove redundancy, include gender inclusive terms, and delete outdated and unnecessary background information.

Several recommended substantive changes are included as follows:

- Replace the list of current Commission financial aid and outreach programs in the Introduction, with reference the list in the Commission orientation manual which can be updated to include new or changed programs without Commission action.
- Delete outdated Commission priorities in the Introduction and add the current practice of annually approving policy priorities.
- Under Governance Philosophy, add language to capture the Commissioners commitment to act in the best interest of California students regardless of which college or university they attend.
- Under Governance Process, change the timeframe for review of governance practices and policies from biennially to periodically, to give the Commission more flexibility on when to do the review.
- Under Internal and External Communication, change the responsibility for review of logo usage on official publications and public documents of the Commission from the Commission Chair to the Executive Director because this function is an administrative task. Also update the policy to explicitly state that outside organizations and individuals shall not use the CSAC logo without prior approval.
- Increase the timeframe for providing Commission Officer nominations to the General Counsel to 15 days in advance of the election to allow sufficient time for the nominations to be included in the meeting materials, and the email requirement for submission of the nominations has been removed.
- Update the duties of the Vice Chair and the Secretary to better reflect current practice.
- Amend the policies in the Commissioners Role and Code of Conduct, specifically with regard to communication with stakeholders and relating to policy issues, to allow Commissioners the ability to interact with the public on matters related to issues that come before the Commission.

Additionally, staff and the Chair have identified areas for further discussion as follows:

- For Planning, the proposed amendment makes non-substantive changes to the existing language, which provides for the development of strategic and annual

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plans for the administration of the CSAC's financial aid programs. For further committee discussion, is the intent for the Commission to require strategic and annual plans or is the intent to ensure that the Commission has an annual process for goal setting?

- Staff has proposed an increase to the contracting amount delegated to the Executive Director. Currently the policy authorizes the Executive Director to enter into contracts not to exceed \$100,000. Based on staff's experience with other agencies and the constraints the current limitation places on regular operations of the agency, staff is recommending this authority be increased to \$250,000.

### **RESPONSIBLE PERSON(S):**

Guillermo Mayer, Chair  
Personnel, Evaluation and Nominations Committee

Julia Blair, General Counsel  
Executive Office

### **ATTACHMENT(S):**

Proposed amendments to the Official Governance Policies and Procedures