

California Student Aid Commission
Personnel, Evaluation and Nominations Committee

Item 5

(Information/Action Item)

Commissioner Orientation Process

SUMMARY:

This item provides information on the Commissioner orientation process.

RECOMMENDATION:

This is an information item; no action is required.

BACKGROUND:

The Commission's Governance Policies and Procedures, states that "Continual education and development for Commissioners will include a mandatory, comprehensive orientation for new members, which will provide:

1. A copy of the [Commission's Governance Policies and Procedures] to help provide an understanding of the Commission's governance process.
2. A working knowledge of key elements of the CSAC administered financial aid programs.
3. An understanding of mandates set forth by the Political Reform Act, Bagley-Keene Open Meeting Act, California Public Records Act, and all applicable laws and other governance requirements.
4. A working knowledge of state and federal legislative and budget processes "(Commission Policies and Procedures 2021)."

The Governance Policies and Procedures also provides that the Commission's committee responsible for governance practices will periodically review the effectiveness of the Commissioner orientation program.

Internally, the Commissioner orientation begins when the Executive Director reaches out to the newly appointed Commissioner(s). The Commission Liaison then obtains the appointee's contact information and sends a packet of personnel forms for the appointee to complete. The packet of personnel forms includes the Commission's Ethics Training Memo.

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The Commission Liaison also sets an orientation meeting with the Executive Director and Executive staff to receive an overview of the Commission divisions and to address any questions the appointee may have, and with the General Counsel for the appointee to review the state laws relating to ethics, conflicts of interest, and Commission responsibilities. An electronic and/or a printed copy of the Commissioner orientation manual and related materials are provided to the appointee.

RESPONSIBLE PERSON(S):

Marlene L. Garcia
Executive Director

Julia Blair, General Counsel
Executive Office

ATTACHMENT(S):

Commission Orientation Overview Presentation Presented on March 9, 2022