
7.a

Action /Information Item

California Student Aid Commission

Consideration of Nomination to Advisory Body

The Commission is asked to consider the enclosed nomination to fill a vacancy on the following Advisory Body.

Grant Advisory Committee (GAC)

California State University System Representative

One Vacancy

One Nomination:

- Mr. Dean Kulju

Responsible Person: Keith Yamanaka,
Chief Deputy Director

CALIFORNIA STUDENT AID COMMISSION

APPOINTMENT FOR GRANT ADVISORY COMMITTEE

CALIFORNIA STATE UNIVERSITY SYSTEM REPRESENTATIVE

One (1) Vacancy

NOMINEE (1 of 1):

Dean Kulju

Director of Student Financial Aid
Programs and Services
Office of the Chancellor
401 Golden Shore, 6th Floor
Long Beach, CA. 90802-4210

Term: Not Applicable
Replacing: Former Representative,
Mary Robinson

Background:

Dean Kulju has worked in financial aid for nineteen years, and recently accepted the position of Associate Director of Academic Affairs in the Office of the Chancellor for California State University (CSU).

Prior to this position, Mr. Kulju served as the Senior Director of Financial Aid and Administrative Operations at CSU, Long Beach. Mr. Kulju's ten years of experience at CSU, Long Beach includes planning, directing, and evaluating a comprehensive financial aid delivery system servicing over 489,000 applicants and processing more than \$130 million in student financial aid. Mr. Kulju's background also includes the University of California and the University of Washington.

In addition, Mr. Kulju has been an active member of the Commission's Loan Advisory Council since September 2005.



GARY W. REICHARD
Executive Vice Chancellor and Chief Academic Officer
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January 25, 2008

Diana Fuentes-Michel
Executive Director
California Student Aid Commission
10811 International Drive, 2nd FLR
Rancho Cordova, CA 95670

Dear Ms. Fuentes-Michel:

I am pleased to nominate Dean Kulju as the CSU system representative to the Grant Advisory Committee (GAC). Dean joined the staff at the Chancellor's office as Director of Student Financial Aid Programs and Services on January 22, 2008, replacing Mary Robinson.

Prior to his current position; Mr. Kulju served as the Senior Director of Financial Aid and Administrative Operations at CSU, Long Beach where he planned, directed, and evaluated a comprehensive financial aid delivery system and services for over 48,000 applicants who received in excess of \$130 million in student financial aid. While at Long Beach, Dean was also the CSU representative on the Loan Advisory Council.

He has worked in financial aid for over nineteen years, serving at CSU Long Beach for ten years, the University of California for five years, and the University of Washington for four years. Dean earned his BS Degree in Business Management at the University of Idaho, and his MBA in Human Resource Management at the University of Colorado.

On behalf of the Chancellor, we appreciate your willingness to consider Dean Kulju for this important role.

Any questions about the nominee may be addressed to Allison Jones at (562) 951-4744 or ajones@calstate.edu.

Sincerely,

Gary W. Reichard
Executive Vice Chancellor and Chief Academic Officer

cc: Mr. Allison G. Jones

Biographical Statement

Dean Kulju
Director of Financial Aid
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840-0130

Voice: (562) 985-8391
Fax: (562) 985-4973
E-mail: dkulju@csulb.edu

Education: B.S. in Business Management
M.B.A., University of Colorado

I have over 19 years of experience in higher education and financial aid. This experience includes four years at the University of Washington as a financial aid counselor and over five years with the University of California, at the Santa Cruz and Irvine campuses where I served as a counselor and then Assistant Director of Financial Aid. In 1997 I joined the staff at California State University, Long Beach as Associate Director of Financial Aid. In 2000 I was appointed Director of Financial Aid and since July 2004 I have served as the Senior Director of Financial Aid and Administrative Operations for Enrollment Services (budget and personnel).

While at Long Beach, I have been involved with several initiatives related to the administration of student loan programs:

- Changed loan processing to ELM
- Implemented electronic entrance and exit counseling for Stafford Loans
- Successful implementation of PeopleSoft Student Administration system
- Served on advisory councils for lenders and others in the FFEL industry
- Presented at conferences
- Enhanced self-service functionality for students, and electronic communications

Having worked at both a Direct Lending school (Irvine) and currently a FFEL school, I have a balanced perspective on the student lending industry and have witnessed the improvements and better delivery and service to students (and schools) this competition has provided.

August 9, 2007

7.b

Action/Information Item

California Student Aid Commission

Consideration of Format and Content of New Commissioner Orientation

On an as-needed basis, Commission staff conducts an orientation session for new members of the Commission within the first few months of appointment. This orientation provides a basic understanding of the Commission's structure, organization, programs, relevant issues, and related laws and regulations.

At the request of the former Chair of the Commission, Louise McClain, Commission staff revised the Orientation process for new Commissioners to consist of a more high-level session given the large number of new members appointed by the Governor in January. Commission staff was unable to submit a written outline prior to the former Chair's departure from the Commission. However, staff submitted a written outline to Commissioners Delahoussaye and Galligani, the respective chairs of the Personnel, Evaluation & Nominations (PEN) Committee and the Governance & Monitoring Committee. A revised outline, including their recommendations, was then presented to the PEN Committee for its consideration on January 30, 2008. The PEN Committee recommended further changes in the proposed outline and an orientation based on the revised outline was to be presented on February 27, 2008 for several new Commissioners.

The propose of this item is to provide an opportunity for Commissioners to consider further revisions to the outline based on the February 27th presentation, and the adoption of the orientation outline.

Responsible Person: Yasmin Delahoussaye
Vice Chair
Personnel, Evaluation &
Nominations Committee

**CALIFORNIA STUDENT AID COMMISSION
ORIENTATION FOR NEW COMMISSIONERS**

PROPOSED OUTLINE

The Personnel, Evaluation & Nominations (PEN) Committee recommends approval by the Commission of the revised proposed outline for the orientation provided by the Commission's Senior Management Staff.

Although Commission staff will provide a general overview of the responsibilities of the Commission in terms of the state-administered financial aid program and student loan guaranty, the EDFUND Executive Management Team will provide a separate high-level orientation session on EDFUND and the Federal Family Education Loan (FFEL) Program. Every attempt will be made to schedule the EDFUND orientation session as close as possible to the Commission orientation session.

Upon notification of new appointments made to the Commission, the Executive Director will send a welcome letter to the new commissioners informing them of the following orientation process.

I. Chief Deputy Director/Legal Counsel Orientation

A. Chief Deputy Director and Legal Counsel will meet with the new Commissioners in advance to provide an understanding of mandates set forth by the following:

- Fair Political Practices Commission
- Bagley-Keene Open Meeting Act
- California Public Records Act
- All applicable law and governance requirements, including Conflict of Interest

B. This provides an opportunity for the new Commissioner to ask any related questions, i.e. Form 700 Statement of Economic Interests.

C. This Chief Deputy Director and Legal Counsel orientation may be conducted with each new Commissioner via telephone or in-person.

II. Orientation Material

A. After Legal Counsel provides the above orientation, Commission staff will send the following materials to the Commissioner for review at least two (2) weeks in advance of the in-person Orientation at Commission Headquarters.

- Updated Orientation Manual
 - Staff is currently revising and re-organizing the manual.
- Adopted Governance Policies
 - Staff will include a note indicating that the policies are under on-going review and subject to change.

- Staff will note the importance of the Commissioner's role and responsibility, including a reference to the Governance Policy 5 regarding the Commission's Standing Committees. A copy of the Standing Committee structure will be provided.
 - Copies of approved minutes to recent Commission meetings (to provide a sense of the discussion about the major issues currently affecting the organization and its programs)
 - Commission Membership Contact List
- B. The Commissioner will be asked about any particular points of interest on which he or she would like Commission staff to focus during orientation. Staff will have ample time to customize the orientation session and prepare talking points and reference material.

III. In-Person Orientation Session

A. Duration—Four (4) hours maximum, i.e. 1 ½ hours in the morning, 1 hour lunch and 1 ½ hours in the afternoon

B. Participants

- Commission Chair
- Executive Director
- Chief Deputy Director
- Division Chiefs
- Commission Board Liaison
- Legal Counsel
- Federal Legislative Liaison

C. Agenda

1. Commission Chair Presentation, including:
 - a. An understanding of the Commission's governance process
 - b. What to Expect as a Commissioner
 - c. How to Handle Your First Meeting
 - d. Guidelines on Parliamentary Procedure and Robert's Rules of Order
 - e. Standing Committee Structure and Responsibilities
 - f. General Discussion
2. Executive Director Presentation
 - a. A high-level knowledge of key elements of the State administered financial aid and loan programs, with the EDFUND President
 - b. A high-level knowledge of state agencies, state and federal legislative and budget processes
 - c. High-level overview of the organization
 - Review of organizational chart that includes Chiefs, total staff count, functions and major issues (standard and current)
 - Review of biographies, including photographs, of Senior Management and key staff who regularly make presentations to the Commission.

- d. Major issues affecting Commission programs (regular issues and current issues)
- e. Approaches to communication and how consultation occurs with stakeholders
- f. General Discussion

3. LUNCH BREAK

4. Division Chief Presentations

- a. Each Division Chief will provide an overview of his or her area and discuss hot button topics.
- b. For those areas selected as “high points of interest” by the Commissioners, the Division Chief will be prepared to provide additional information.
- c. Commissioners will be provided with “Quick Reference” guides for various areas, as appropriate (i.e. Facts at Your Fingertips, Information At-a-Glance)
- d. Staff Liaisons to the Commission’s advisory bodies (Grant Advisory Committee, Cal-SOAP Advisory Committee and Loan Advisory Council) will provide an overview of the committees, including purpose/responsibilities, typical issues, current issues, (past) recommendations/accomplishments, frequency of meetings, and calendars.

5. Commission Board Liaison Presentation

- a. The State Travel Expense Reimbursement Policy and Procedures
- b. Member and Staff Contact Information

7.c

Action/Information Item

California Student Aid Commission

Election of Officers of the Commission

The Personnel, Evaluation and Nominations (PEN) Committee met on January 30, 2008, to discuss and consider the nominations of officers of the Commission. The PEN Committee will present its recommendation to the Commission at the Commission meeting.

7.d

Action /Information Item

California Student Aid Commission

Consideration of Composition and Selection of Commission Committees

This item has been placed on the agenda to allow the Commission to discuss and consider the composition and selection of Committees, since the terms of members in two Committees have expired. Further, Commissioners Dean Johnston and Sally Furay may serve only through February 29, 2008, or until the Governor appoints new Commissioners to replace them, whichever occurs first. At that time, three Committees will have lost members.

Information on Commission committees and on current committee membership is included.

Responsible Person: Keith Yamanaka,
Chief Deputy Director

STANDING COMMITTEES

The four committees of the Commission will be: Audit; Personnel, Evaluation and Nominations (PEN); Governance and Monitoring; and Planning and Budget.

The Audit Committee ensures that the Commission maintains the proper monitoring and oversight of all audits conducted on any aspect of the Commission. The committee also insures that all internal operations of the Commission are monitored and reviewed through appropriate internal audits.

The Audit committee is responsible for ensuring that the required audits of the Commission and EDFUND are completed, for assessing the status of audit findings, and for ensuring that corrective actions are taken.

The Audit Committee membership would be composed of five (5) Commissioners.

The Personnel, Evaluation, and Nominations (PEN) Committee conducts regular evaluations of the Executive Director, nominates the annual slate of officers for the Commission, and recommends appointments to the Commission's advisory bodies and the EDFUND Board. This committee also develops and oversees the orientation process of new Commissioners. In addition, this committee exercises general oversight of the administrative concerns of the Commission and its staff.

The PEN Committee membership would be composed of five (5) Commissioners.

The Governance and Monitoring Committee annually assesses the overall functioning of the Commission as a body and its agreed upon policies. It regularly makes recommendations to enhance the effectiveness of the Commission and its policies. This committee also is charged with ensuring appropriate involvement of Commission members with key elected and appointed officials; this necessitates ensuring effective channels of communication and understanding with the state and federal governments. The committee is responsible for the review of relevant legislation, the development of the Commission's official position on legislation, the development of the Commission's sponsored legislation, as well as updating the Commission's annual Statement of Legislative Principles.

In addition, the committee reviews and monitors the development and implementation of the Annual Oversight Plan of EDFUND.

Membership of the committee would be composed of five (5) Commissioners and should include at least three public members of the Commission appointed by the Governor, the Assembly and the Senate.

The Programs, Planning and Budget Committee reviews the long and short term planning documents of the grant and loan program, including outreach and the five year strategic plan; the Commission's budgets to implement these plans; and monitors the extent to which these plans and budgets are in consonance with the Commission policies. The committee is also responsible for oversight of the strategic plan on an annual basis. This committee reviews the fiscal implications of plans proposed by other committees,

and reviews the specifics of the Commission's Budget Change Proposals. The committee recommends Commission initiatives as appropriate.

In light of the workload of this committee, there should be five to seven Commissioners appointed to serve.

Ad Hoc Committees may be appointed by the Chair as appropriate to meet Commission needs not covered by the four standing committees.

STANDING COMMITTEES

Audit

Dean Johnston, **Chair**
Dennis Galligani, **Vice Chair**
Antonio Solorzano, Jr.
Diane Manning, Staff Liaison

Governance and Monitoring

Dennis Galligani, **Chair**
Daniel Friedlander, **Vice Chair**
Yasmin Delahoussaye
Lorena Hernandez
Antonio Solorzano, Jr.
Steve Caldwell, Staff Liaison

Programs, Planning and Budget

Daniel Friedlander, **Chair**
Lorena Hernandez, **Vice Chair**
Yasmin Delahoussaye
[Michele Dyke]
[Alice Perez]
Janet McDuffie, Staff Liaison

Personnel, Evaluation and Nominations (PEN)

[Alice Perez, **Chair**]
Yasmin Delahoussaye, **Vice Chair**
[Michele Dyke]
Sally Furay
Dean Johnston
Keith Yamanaka, Staff Liaison

Commission Officers

Vacant, **Chair**
Dean Johnston, **Vice Chair**
(Acting Chair)
Vacant, **Secretary**

Advisory Bodies Commissioner Liaisons

Grant Advisory Committee
Lorena Hernandez

Cal-SOAP Advisory Committee
Antonio Solorzano, Jr.

Loan Advisory Council
Dean Johnston

Please note: That the terms have ended for the Commissioners that are in brackets